



Agenda

Board of Commissioners Work Session

7:00 PM November 27, 2023

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

This meeting will be live streamed on the [Town of Hillsborough YouTube channel](#)

1. **Opening of the work session**
2. **Agenda changes and approval**
3. **Items for decision - consent agenda**
 - [A.](#) Miscellaneous budget amendments and transfers
 - [B.](#) Special Event Permit: 2023 Solstice Lantern Walk – Hillsborough Arts Council
 - [C.](#) Special Event Permit: Kevin Dendy Memorial 5K Run/Walk – Generation Life Church
 - [D.](#) Special Event Permit: 2024 Godiva Track Club New Year's Day 8K Run
4. **In-depth discussion and topics**
 - [A.](#) Strategic Plan – Quarter 1 Update
 - [B.](#) Fiscal Year 2025 Budget Retreat Discussion
5. **Committee updates and reports**
6. **Closed session**
 - A. Closed session as authorized by North Carolina General Statute Section 143-318.11 (a)(6) regarding personnel matters (town manager's evaluation)
7. **Adjournment**

Interpreter services or special sound equipment for compliance with the Americans with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of one business day in advance of the meeting.

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-732-1270 | www.hillsboroughnc.gov | @HillsboroughGov



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 27, 2023
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

To adjust budget revenues and expenditures, where needed, due to changes that have occurred since budget adoption.

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 11/27/2023 TO 11/27/2023

	REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
GF Contingency	10-00-9990-5300-000 CONTINGENCY						
	To cover swag	41381	11/27/2023	EBRADFORI	450,000.00	-13,000.00	112,326.00
	To cover IT postage	41389	11/27/2023	EBRADFORI	450,000.00	-50.00	112,276.00
	To cover SAD property satisfactions	41394	11/27/2023	EBRADFORI	450,000.00	-10,000.00	102,276.00
Gov. Body	10-10-4100-5300-042 ATTORNEY/SPECIAL ASSESSMENT DIST.						
	To cover SAD property satisfactions	41395	11/27/2023	EBRADFORI	0.00	10,000.00	10,000.00
Admin. Services	10-10-4200-5300-332 OFFICE FURNITURE						
	To cover Communications office furniture	41391	11/27/2023	JFernandez	0.00	272.00	272.00
	Office furniture for Communications inter	41397	11/27/2023	JFernandez	0.00	80.00	352.00
Admin. Services	10-10-4200-5300-338 SUPPLIES - DATA PROCESSING						
	To cover SD card reader for Communicati	41386	11/27/2023	JFernandez	0.00	65.00	93.00
Admin. Services	10-10-4200-5300-570 MISCELLANEOUS						
	To cover swag	41380	11/27/2023	EBRADFORI	57,553.00	13,000.00	76,777.32
	To cover SD card reader for Communicati	41387	11/27/2023	JFernandez	57,553.00	-65.00	76,712.32
	To cover Communications office furniture	41390	11/27/2023	JFernandez	57,553.00	-272.00	76,440.32
	Office furniture for Communications inter	41396	11/27/2023	JFernandez	57,553.00	-80.00	76,360.32
Public Space	10-10-6300-5300-570 MISCELLANEOUS						
	To cover Ridgewalk Feasibility Study	41379	11/27/2023	EBRADFORI	7,000.00	84,000.00	91,000.00
IT	10-10-6610-5300-112 POSTAGE						
	To cover postage	41388	11/27/2023	EBRADFORI	50.00	50.00	105.00
Police	10-20-5100-5300-145 MAINTENANCE - BUILDINGS						
	To correct expenditures for evidence room	41373	11/27/2023	JFernandez	15,000.00	-4,550.00	18,720.00
	To cover decal application	41399	11/27/2023	EBRADFORI	15,000.00	-1,000.00	17,720.00
Police	10-20-5100-5300-161 MAINTENANCE - VEHICLES						
	To cover decal application	41398	11/27/2023	EBRADFORI	1,000.00	1,000.00	4,000.00
Police	10-20-5100-5700-735 CAPITAL - BUILDINGS & IMPROVEMENTS						
	To correct expenditures for evidence room	41374	11/27/2023	JFernandez	0.00	4,550.00	45,272.50
Streets	10-30-5600-5700-729 CAPITAL - INFRASTRUCTURE						
	To cover snow plow replacement	41392	11/27/2023	EBRADFORI	239,000.00	-10,000.00	289,485.00
Streets	10-30-5600-5700-741 CAPITAL - EQUIPMENT						
	To cover snow plow replacement	41393	11/27/2023	EBRADFORI	0.00	10,000.00	10,000.00
GF Transfers	10-71-6300-5982-006 TRANSFER TO GEN CAP IMPROV FUND						
	To cover Ridgewalk Feasibility Study	41378	11/27/2023	EBRADFORI	529,003.00	-84,000.00	445,003.00
Water Dist.	30-80-8140-5300-113 LICENSE FEES						
	To cover Telog software renewal.	41401	11/27/2023	JFernandez	0.00	195.00	195.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover Telog software renewal.	41400	11/27/2023	JFernandez	131,440.00	-195.00	136,272.64
WW Collect.	30-80-8200-5700-735 CAPITAL - BUILDING & IMPROVEMENTS						
	To cover Cemetery PS repairs	41376	11/27/2023	EBRADFORI	0.00	5,500.00	93,675.00
W&S Contingency	30-80-9990-5300-000 CONTINGENCY						
	To cover Cemetery PS repairs	41377	11/27/2023	EBRADFORI	400,000.00	-5,500.00	139,249.00
						<u>0.00</u>	

JFernandez
fl142r03

11/21/2023 10:03:29AM

Page 1 of 1



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 27, 2023
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Special Event Permit: 2023 Solstice Lantern Walk – Hillsborough Arts Council

Attachments:

Special Event Permit Application

Summary:

The Hillsborough Arts Council is requesting the use of the River Walk greenway after hours for their event on Dec. 21, 2023, from noon to 8 p.m. The event will include artist vendors, food trucks, and live music located at the Farmers Market Pavilion. This event has been held in prior years.

Financial impacts:

Financial impacts are low. Public Works will provide four additional trash roll out carts for the event; additional police services were not requested.

Staff recommendation and comments:

Staff recommends the approval of this event and the use of the River Walk greenway. The application was sent to staff on Nov. 9 for approval, comments and/or concerns. No additional concerns or comments were received.

Action requested:

Approve, approve with conditions, or deny the special event permit.



TOWN OF HILLSBOROUGH

SPECIAL EVENT PERMIT APPLICATION

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. The Permit Application must be received 60 days in advance of the event.

Name of Event: Solstice Lantern Walk

Event Location Address: 140 E Margaret Ln, Hillsborough, NC; Farmers Market Pavilion & River Walk

Date(s) of event: Dec. 21, 2023

Event Set Up Time: 12 pm Event Hours: 8 Event Break Down: 8 pm

Date(s) of event:

Event Set Up Time: Event Hours: Event Break Down:

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Hillsborough Arts Council

Organization/Company mailing address: 102 N Churton St, Hillsborough, NC

Organization Status: [x] Formal [] Informal [] For-profit [x] Not-for-profit

Event Organizer Name: Ivana Beveridge

Event Organizer Phone: (828) 337-5511 Event Organizer Email: programs@hillsborougharts

On-Site Contact(s) During the Day-of Event

Name: Ivana Beveridge

Cell Phone: (828) 337-5511

Name: Kim Freeman

Cell Phone: (336) 212-4069

GENERAL EVENT INFORMATION

Type of Event:

- Private Event on Private Property
Private Event on Public Property
Street or Greenway Event (Parades, Marches, Rallies, 5Ks, Bike Races)
Public Event on Public Property
Public Event on Private Property

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

Attendees craft lanterns and join to walk River Walk together on the darkest night of the year. Featuring Solstice Market, with artist vendors, food/beverage, and live music at the Farmers Market Pavilion both before and after the walk.

Estimated total number of people that will attend the event: 3k

Estimated peak time(s) of attendance: 5:30-7:30 pm

Maximum capacity of event location (number of persons, if applicable): _____

If the event is annual, the estimated attendance of the last event of this kind: 3k

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission/fees be charged as part of the event? YES NO

Will there be alcohol sold or provided as a part of this event? YES NO

If yes, please indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales/distribution and attach a copy of the ABC permit(s) for each vendor : _____

Please note: Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food & beverage tax.

Will vendors be on-site selling goods/crafts/wares during the event? YES NO

Will vendors be on-site selling food/beverages during the event? YES NO

Please note: All vendors without a physical location in town and/or food trucks that do not have Town of Hillsborough Food Truck Permits that are selling prepared food/beverage will need to [prepay the Food & Beverage Tax](#) with the Finance Department. Please list the name(s) of the food/beverage vendors:

TBA

Will you be soliciting donations as part of the event? YES NO

If yes, for what cause or organization? _____

Will you bring additional equipment, stages, microphones, amplification, etc? YES NO

Please Explain: _____

Will any items be left at the event site overnight? YES NO

Please Explain: _____

Will signs or banners be displayed on site or around Town? YES NO

*Please note: [Special event signage](#) must be applied for and permitted separately **BEFORE** signage is placed around town.*

Will tents be erected for the event? YES NO

If yes, how many and what size? max 5; 10x10 pop-up tents

Please note: Tents may require a permit and inspection by the Orange County Fire Marshal's office depending on size and number. Tents should be shown with location and dimensions on event map/layout.

Will you provide (portable) restroom facilities?

YES NO

Please note: Restroom facilities are required to be provided by Special Event organizers depending on attendance numbers and duration. Local Business, Town, and County facility restrooms may compliment, but not become a substitute for, providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities?

YES NO

Please note: Handwashing facilities are required for events that include on site food preparation and/or sales without direct or immediate sink access.

Will the event require any street closures or change in traffic flow?

YES NO

Will the event require additional trash and recycling facilities?

YES NO

Will you request that the Town Board sponsor specific services in conjunction with this event (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)?

YES NO

Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Event organizers who are able should make every necessary attempt to provide and pay for services at their events as the Town has limited staff and resources to cover the costs of event services.

EVENT MAP/LAYOUT REQUIREMENTS

With this application, you must attach a map of the area where the event is to take place and indicate the following:

- Traffic flow; including any streets requested to be closed or obstructed (locations of barriers and officers will be determined by Law Enforcement).
- If the event includes a parade, greenway closure, etc. then the route of the event should be clearly shown.
- Parking areas where event attendees will be directed that are adequate for event attendance. Please note: The Eno River deck has only 400 parking spaces.
- Pedestrian access and flow.
- The location of any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.
- The location of restroom and/or handwashing facilities.

A street map and a map of Gold Park are available on the Town's website. Google Maps is also an excellent resource and can be easily marked up. Contact Staff if you need assistance with providing an event layout or route map.

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case an event attendee injures themselves during the course of the event. Events occurring on Public Property (Town or County) are required to carry event liability insurance with the Public Property owner listed as 'additionally insured'.

Copy of event liability Certificate of Insurance is attached: YES NO

Name of insurance company providing liability coverage for the event:

Philadelphia Ins. Co.

Contact information for broker/agent providing coverage:

Lee Hammond

EVENT PROPERTY USE PERMISSION

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

_____	_____
Name of Property Owner	Phone
_____	_____
Signature of Property Owner	Date

TOWN LIABILITY AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen, that are stored or otherwise as a result of this special event.

<u><i>Ivana Beveridge</i></u>	<u>10/16/2023</u>
Applicant Signature	Date

SUBMITTAL DIRECTIONS:

Please submit electronically to: Evan.Punch@hillsboroughnc.gov

Please submit via paper copy here:

Hillsborough Planning Department
ATTN: Evan Punch
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278



- HAC tent
- Food Vendor
- Artist Vendor
- Music

SPIRAL
OF
LIGHT

123 Puppetry
to lead walk



Section 3, Item B.

FW: 2023 Solstice Lantern Walk Orange County Parks Special Event Permit

Shannan Campbell <Shannan.Campbell@hillsboroughnc.gov>

Tue 10/31/2023 2:54 PM

To: Kelsey Carson <Kelsey.Carson@Hillsboroughnc.gov>

OC 'approval' for the use of the park

From: Ivana Beveridge <programs@hillsboroughartscouncil.org>

Sent: Monday, October 30, 2023 2:29 PM

To: Jessica Volant <jvolant@orangecountync.gov>

Cc: Travis Bogle <tbogle@orangecountync.gov>; Evan Punch <Evan.Punch@Hillsboroughnc.gov>; Shannan Campbell <Shannan.Campbell@hillsboroughnc.gov>

Subject: Re: 2023 Solstice Lantern Walk Orange County Parks Special Event Permit

Thank you so much, Jessica!

I'll give you a call this week to make payment.

Warm regards,

Iva Beveridge

Hillsborough Art Council

Programs & Marketing Director

(828) 337-5511

programs@hillsboroughartscouncil.org / marketing@hillsboroughartscouncil.org

Disclaimer: If I reach out outside of office hours, please don't feel pressured to immediately outside of your operating hours. Thank you for your time!

On Oct 17, 2023, at 9:47 AM, Jessica Volant <jvolant@orangecountync.gov> wrote:

Hi Ivana,

Good morning. Thank you for sending this over.

I have your reservations for both the River Park Grounds and the Farmer's Market Pavilion entered. Confirmation is attached.

The total fee due for the reservations portion of your event is \$80. As we have done in previous years, we will tabulate the total vendor fees (\$20/vendor) after your event, when you send over a confirmed list of vendors that sold during the event.

Please let me know if I can help with anything else, or if you have any questions.

Thank you,

Jessica Volant, Administrative Support

Orange County

Department of Environment, Agriculture, Parks and Recreation

<image001.png><image001.png>

1020 US 70 West / PO Box 8181 / Hillsborough NC 27278 / 919-245-2660 / <http://www.orangecountync.gov>

From: Ivana Beveridge <programs@hillsboroughartscouncil.org>
Sent: Monday, October 16, 2023 5:28 PM
To: Jessica Volant <jvolant@orangecountync.gov>
Cc: Travis Bogle <tbogle@orangecountync.gov>; Evan Punch <evan.punch@hillsboroughnc.gov>;
Shannan Campbell Contact <Shannan.Campbell@hillsboroughnc.gov>
Subject: [EXTERNAL MAIL!] 2023 Solstice Lantern Walk Orange County Parks Special Event Permit

Hi all,

We're maintaining the event model from last year.

Please find attached our special event permit application for the 2023 Solstice Lantern Walk with maps, and insurance COIs. I've included documents for both the Town and County being listed as Additionally Insured.

Please let me know about any next steps or payments needed from my end.

Thank you so much, and warm regards,

Iva Beveridge
Hillsborough Art Council
Programs & Marketing Director
(828) 337-5511
programs@hillsboroughartscouncil.org / marketing@hillsboroughartscouncil.org

Disclaimer: If I reach out outside of office hours, please don't feel pressured to immediately outside of your operating hours. Thank you for your time!

<HAC - Solstice Lantern Walk & Market - 10-17-23.pdf>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/07/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Lee Hammond	
The Ballard Agency		PHONE (A/C No. Ext): 919-732-2158	FAX (A/C, No):
105 W King St.		E-MAIL ADDRESS: lee@ballardagencyinc.com	
Hillsborough, NC 27278		INSURER(S) AFFORDING COVERAGE	
		INSURER A: United States Liability Insurance Company	NAIC # 25895
INSURED		INSURER B: Erie Insurance Exchange	18457
Hillsborough Arts Council		INSURER C:	
102 N Churton St		INSURER D:	
Hillsborough NC 27278-2534		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY			NBP1568325	8/10/2023	08/10/2024	EACH OCCURRENCE \$ 1,000,000		
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000		
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000		
	<input checked="" type="checkbox"/> POLICY						<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC	GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000		
				\$					
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$		
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$		
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$		
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$		
							\$		
	UMBRELLA LIAB						EACH OCCURRENCE \$		
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$		
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$					\$		
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			Q851800607	01/18/2023	01/18/2024	<input checked="" type="checkbox"/> WC STATUTORY LIMITS		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 500,000		
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000		
							E.L. DISEASE - POLICY LIMIT \$ 500,000		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Orange County is an additional insured as respects general liability arising from the insured's operations when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Orange County PO Box 8181 Hillsborough NC 27278	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/07/2023

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PRODUCER The Ballard Agency 105 W King St. Hillsborough, NC 27278		CONTACT NAME: Lee Hammond PHONE (A/C No. Ext): 919-732-2158 E-MAIL ADDRESS: lee@ballardagencyinc.com FAX (A/C, No):	
INSURED Hillsborough Arts Council 102 N Churton St Hillsborough NC 27278-2534		INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability Insurance Company INSURER B: Erie Insurance Exchange INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC #	25895
		18457	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			NBP1568325	8/10/2023	08/10/2024	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000
	GENERAL AGGREGATE			\$ 2,000,000				
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	<input type="checkbox"/> DED							\$
	<input type="checkbox"/> RETENTION \$							\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			Q851800607	01/18/2023	01/18/2024	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Town of Hillsborough is an additional insured as respects general liability arising from the insured's operations when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Town of Hillsborough PO Box 429 Hillsborough NC 27278	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2010/05)

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The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: _____

CONTACT INFORMATION

CONTACT TYPE:		CONTACT TYPE:	
CONTACT NAME:		CONTACT NAME:	
PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
PRIMARY E-MAIL ADDRESS:		PRIMARY E-MAIL ADDRESS:	
SECONDARY E-MAIL ADDRESS:		SECONDARY E-MAIL ADDRESS:	

PREMISES INFORMATION (Attach ACORD 823 for Additional Premises)

LOC #	STREET	CITY LIMITS	INTEREST	# FULL TIME EMPL	ANNUAL REVENUES: \$ 600000
1	102 N. Churton St.	<input checked="" type="checkbox"/> INSIDE	<input type="checkbox"/> OWNER	4	OCCUPIED AREA: SQ FT
BLD #	CITY: Hillsborough	STATE: NC	<input type="checkbox"/> TENANT	# PART TIME EMPL	OPEN TO PUBLIC AREA: SQ FT
1	COUNTY: Orange	ZIP:27278			TOTAL BUILDING AREA: SQ FT
DESCRIPTION OF OPERATIONS: Office and art display					ANY AREA LEASED TO OTHERS? Y / N
LOC #	STREET	CITY LIMITS	INTEREST	# FULL TIME EMPL	ANNUAL REVENUES: \$
BLD #	CITY:	STATE:	<input type="checkbox"/> OWNER	# PART TIME EMPL	OCCUPIED AREA: SQ FT
	COUNTY:	ZIP:	<input type="checkbox"/> TENANT		OPEN TO PUBLIC AREA: SQ FT
DESCRIPTION OF OPERATIONS:					TOTAL BUILDING AREA: SQ FT
DESCRIPTION OF OPERATIONS:					ANY AREA LEASED TO OTHERS? Y / N

NATURE OF BUSINESS

<input type="checkbox"/> APARTMENTS	<input checked="" type="checkbox"/> CONTRACTOR	<input type="checkbox"/> MANUFACTURING	<input type="checkbox"/> RESTAURANT	<input type="checkbox"/> SERVICE	DATE BUSINESS STARTED (MM/DD/YYYY)
<input type="checkbox"/> CONDOMINIUMS	<input checked="" type="checkbox"/> INSTITUTIONAL	<input type="checkbox"/> OFFICE	<input type="checkbox"/> RETAIL	<input type="checkbox"/> WHOLESALE	

DESCRIPTION OF PRIMARY OPERATIONS

Arts Council--sponsors art shows, small local music concerts, and arts/crafts instruction classes.

RETAIL STORES OR SERVICE OPERATIONS % OF TOTAL SALES:	INSTALLATION, SERVICE OR REPAIR WORK %	OFF PREMISES INSTALLATION, SERVICE OR REPAIR WORK %
---	--	---

DESCRIPTION OF OPERATIONS OF OTHER NAMED INSURED

ADDITIONAL INTEREST (Not all fields apply to all scenarios - provide only the necessary data) Attach ACORD 45 for more Additional Interests

INTEREST <input type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> BREACH OF WARRANTY <input type="checkbox"/> CO-OWNER <input type="checkbox"/> EMPLOYEE AS LESSOR <input type="checkbox"/> LEASEBACK OWNER <input type="checkbox"/> LENDER'S LOSS PAYABLE <input type="checkbox"/> LIENHOLDER <input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> OWNER <input type="checkbox"/> REGISTRANT <input type="checkbox"/> TRUSTEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
							LOCATION:	BUILDING:
							VEHICLE:	BOAT:
							AIRPORT:	AIRCRAFT:
						ITEM CLASS:	ITEM:	
						ITEM DESCRIPTION		
						REFERENCE / LOAN #:	INTEREST END DATE:	
						LIEN AMOUNT:	PHONE (A/C, No, Ext):	
						E-MAIL ADDRESS:		
REASON FOR INTEREST:								

AGENCY CUSTOMER ID: _____

GENERAL INFORMATION

EXPLAIN ALL "YES" RESPONSES				Y / N
1a. IS THE APPLICANT A SUBSIDIARY OF ANOTHER ENTITY ?				N
<input type="text" value="PARENT COMPANY NAME"/>	<input type="text" value="RELATIONSHIP DESCRIPTION"/>	<input type="text" value="% OWNED"/>		
1b. DOES THE APPLICANT HAVE ANY SUBSIDIARIES?				N
<input type="text" value="SUBSIDIARY COMPANY NAME"/>	<input type="text" value="RELATIONSHIP DESCRIPTION"/>	<input type="text" value="% OWNED"/>		
2. IS A FORMAL SAFETY PROGRAM IN OPERATION?				Y
<input type="checkbox"/> SAFETY MANUAL <input checked="" type="checkbox"/> SAFETY POSITION <input type="checkbox"/> MONTHLY MEETINGS <input type="checkbox"/> OSHA <input type="checkbox"/>				
3. ANY EXPOSURE TO FLAMMABLES, EXPLOSIVES, CHEMICALS?				N
4. ANY OTHER INSURANCE WITH THIS COMPANY? (List policy numbers)				N
<input type="text" value="LINE OF BUSINESS"/>	<input type="text" value="POLICY NUMBER"/>	<input type="text" value="LINE OF BUSINESS"/>	<input type="text" value="POLICY NUMBER"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5. ANY POLICY OR COVERAGE DECLINED, CANCELLED OR NON-RENEWED DURING THE PRIOR THREE (3) YEARS FOR ANY PREMISES OR OPERATIONS? (Missouri Applicants - Do not answer this question)				N
<input type="checkbox"/> NON-PAYMENT <input type="checkbox"/> AGENT NO LONGER REPRESENTS CARRIER <input type="checkbox"/>				
<input type="checkbox"/> NON-RENEWAL <input type="checkbox"/> UNDERWRITING <input type="checkbox"/> CONDITION CORRECTED (Describe):				
6. ANY PAST LOSSES OR CLAIMS RELATING TO SEXUAL ABUSE OR MOLESTATION ALLEGATIONS, DISCRIMINATION OR NEGLIGENT HIRING?				N
7. DURING THE LAST FIVE YEARS (TEN IN RI), HAS ANY APPLICANT BEEN INDICTED FOR OR CONVICTED OF ANY DEGREE OF THE CRIME OF FRAUD, BRIBERY, ARSON OR ANY OTHER ARSON-RELATED CRIME IN CONNECTION WITH THIS OR ANY OTHER PROPERTY? (In RI, this question must be answered by any applicant for property insurance. Failure to disclose the existence of an arson conviction is a misdemeanor punishable by a sentence of up to one year of imprisonment).				N
8. ANY UNCORRECTED FIRE AND/OR SAFETY CODE VIOLATIONS?				N
<input type="text" value="OCCUR DATE"/>	<input type="text" value="EXPLANATION"/>	<input type="text" value="RESOLUTION"/>	<input type="text" value="RESOLVE DATE"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
9. HAS APPLICANT HAD A FORECLOSURE, REPOSSESSION, BANKRUPTCY OR FILED FOR BANKRUPTCY DURING THE LAST FIVE (5) YEARS?				N
<input type="text" value="OCCUR DATE"/>	<input type="text" value="EXPLANATION"/>	<input type="text" value="RESOLUTION"/>	<input type="text" value="RESOLVE DATE"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10. HAS APPLICANT HAD A JUDGEMENT OR LIEN DURING THE LAST FIVE (5) YEARS?				N
<input type="text" value="OCCUR DATE"/>	<input type="text" value="EXPLANATION"/>	<input type="text" value="RESOLUTION"/>	<input type="text" value="RESOLVE DATE"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11. HAS BUSINESS BEEN PLACED IN A TRUST? NAME OF TRUST:				N
12. ANY FOREIGN OPERATIONS, FOREIGN PRODUCTS DISTRIBUTED IN USA, OR US PRODUCTS SOLD / DISTRIBUTED IN FOREIGN COUNTRIES? (If "YES", attach ACORD 815 for Liability Exposure and/or ACORD 816 for Property Exposure)				N
13. DOES APPLICANT HAVE OTHER BUSINESS VENTURES FOR WHICH COVERAGE IS NOT REQUESTED?				N
14. DOES APPLICANT OWN / LEASE / OPERATE ANY DRONES? (If "YES", describe use)				N
N				
15. DOES APPLICANT HIRE OTHERS TO OPERATE DRONES? (If "YES", describe use)				

REMARKS / PROCESSING INSTRUCTIONS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PRIOR CARRIER INFORMATION

YEAR	CATEGORY	GENERAL LIABILITY	AUTOMOBILE	PROPERTY	OTHER:
	CARRIER				
	POLICY NUMBER				
	PREMIUM	\$	\$	\$	\$
	EFFECTIVE DATE				
	EXPIRATION DATE				

AGENCY CUSTOMER ID: _____

PRIOR CARRIER INFORMATION (continued)

YEAR	CATEGORY	GENERAL LIABILITY	AUTOMOBILE	PROPERTY	OTHER:
	CARRIER				
	POLICY NUMBER				
	PREMIUM	\$	\$	\$	\$
	EFFECTIVE DATE				
	EXPIRATION DATE				
	CARRIER				
	POLICY NUMBER				
	PREMIUM	\$	\$	\$	\$
	EFFECTIVE DATE				
	EXPIRATION DATE				

LOSS HISTORY **Check if none (Attach Loss Summary for Additional Loss Information)**

ENTER ALL CLAIMS OR LOSSES (REGARDLESS OF FAULT AND WHETHER OR NOT INSURED) OR OCCURRENCES THAT MAY GIVE RISE TO CLAIMS FOR THE LAST _____ YEARS						TOTAL LOSSES: \$		
DATE OF OCCURRENCE	LINE	TYPE / DESCRIPTION OF OCCURRENCE OR CLAIM	DATE OF CLAIM	AMOUNT PAID	AMOUNT RESERVED	SUBROGATION Y / N	CLAIM OPEN Y / N	

SIGNATURE

Copy of the Notice of Information Practices (Privacy) has been given to the applicant. (Not required in all states, contact your agent or broker for your state's requirements.)

PERSONAL INFORMATION ABOUT YOU, INCLUDING INFORMATION FROM A CREDIT OR OTHER INVESTIGATIVE REPORT, MAY BE COLLECTED FROM PERSONS OTHER THAN YOU IN CONNECTION WITH THIS APPLICATION FOR INSURANCE AND SUBSEQUENT AMENDMENTS AND RENEWALS. SUCH INFORMATION AS WELL AS OTHER PERSONAL AND PRIVILEGED INFORMATION COLLECTED BY US OR OUR AGENTS MAY IN CERTAIN CIRCUMSTANCES BE DISCLOSED TO THIRD PARTIES WITHOUT YOUR AUTHORIZATION. CREDIT SCORING INFORMATION MAY BE USED TO HELP DETERMINE EITHER YOUR ELIGIBILITY FOR INSURANCE OR THE PREMIUM YOU WILL BE CHARGED. WE MAY USE A THIRD PARTY IN CONNECTION WITH THE DEVELOPMENT OF YOUR SCORE. YOU MAY HAVE THE RIGHT TO REVIEW YOUR PERSONAL INFORMATION IN OUR FILES AND REQUEST CORRECTION OF ANY INACCURACIES. YOU MAY ALSO HAVE THE RIGHT TO REQUEST IN WRITING THAT WE CONSIDER EXTRAORDINARY LIFE CIRCUMSTANCES IN CONNECTION WITH THE DEVELOPMENT OF YOUR CREDIT SCORE. THESE RIGHTS MAY BE LIMITED IN SOME STATES. PLEASE CONTACT YOUR AGENT OR BROKER TO LEARN HOW THESE RIGHTS MAY APPLY IN YOUR STATE OR FOR INSTRUCTIONS ON HOW TO SUBMIT A REQUEST TO US FOR A MORE DETAILED DESCRIPTION OF YOUR RIGHTS AND OUR PRACTICES REGARDING PERSONAL INFORMATION. (Not applicable in AZ, CA, DE, KS, MA, MN, ND, NY, OR, VA, or WV. Specific ACORD 38s are available for applicants in these states.) (Applicant's Initials): _____

Applicable in AL, AR, DC, LA, MD, NM, RI and WV: Any person who knowingly (or willfully)* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. *Applies in MD Only.

Applicable in CO: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in FL and OK: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)*. *Applies in FL Only.

Applicable in KS: Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in KY, NY, OH and PA: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties (not to exceed five thousand dollars and the stated value of the claim for each such violation)*. *Applies in NY Only.

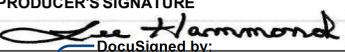
Applicable in ME, TN, VA and WA: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)* include imprisonment, fines and denial of insurance benefits. *Applies in ME Only.

Applicable in NJ: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Applicable in OR: Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Applicable in PR: Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS APPLICATION. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

PRODUCER'S SIGNATURE  DocuSigned by: Lee Hammond	PRODUCER'S NAME (Please Print) Lee Hammond/The Ballard Agency	STATE PRODUCER LICENSE NO (Required in Florida)
APPLICANT'S SIGNATURE  Don Norman	DATE 8/9/2022	NATIONAL PRODUCER NUMBER

ACORD 127 (6/03)

AGENCY CUSTOMER ID: _____

CONTRACTORS

EXPLAIN ALL "YES" RESPONSES (For all past or present operations)					Y / N
1. DOES APPLICANT DRAW PLANS, DESIGNS, OR SPECIFICATIONS FOR OTHERS?					
2. DO ANY OPERATIONS INCLUDE BLASTING OR UTILIZE OR STORE EXPLOSIVE MATERIAL?					
3. DO ANY OPERATIONS INCLUDE EXCAVATION, TUNNELING, UNDERGROUND WORK OR EARTH MOVING?					
4. DO YOUR SUBCONTRACTORS CARRY COVERAGES OR LIMITS LESS THAN YOURS?					
5. ARE SUBCONTRACTORS ALLOWED TO WORK WITHOUT PROVIDING YOU WITH A CERTIFICATE OF INSURANCE?					
6. DOES APPLICANT LEASE EQUIPMENT TO OTHERS WITH OR WITHOUT OPERATORS?					
DESCRIBE THE TYPE OF WORK SUBCONTRACTED	\$ PAID TO SUB-CONTRACTORS:	% OF WORK SUBCONTRACTED:	# FULL-TIME STAFF:	# PART-TIME STAFF:	

PRODUCTS / COMPLETED OPERATIONS

PRODUCTS	ANNUAL GROSS SALES	# OF UNITS	TIME IN MARKET	EXPECTED LIFE	INTENDED USE	PRINCIPAL COMPONENTS

EXPLAIN ALL "YES" RESPONSES (For all past or present products or operations) PLEASE ATTACH LITERATURE, BROCHURES, LABELS, WARNINGS, ETC.					Y / N
1. DOES APPLICANT INSTALL, SERVICE OR DEMONSTRATE PRODUCTS?					N
2. FOREIGN PRODUCTS SOLD, DISTRIBUTED, USED AS COMPONENTS? (If "YES", attach ACORD 815)					N
3. RESEARCH AND DEVELOPMENT CONDUCTED OR NEW PRODUCTS PLANNED?					N
4. GUARANTEES, WARRANTIES, HOLD HARMLESS AGREEMENTS?					N
5. PRODUCTS RELATED TO AIRCRAFT/SPACE INDUSTRY?					N
6. PRODUCTS RECALLED, DISCONTINUED, CHANGED?					N
7. PRODUCTS OF OTHERS SOLD OR RE-PACKAGED UNDER APPLICANT LABEL?					N
8. PRODUCTS UNDER LABEL OF OTHERS?					N
9. VENDORS COVERAGE REQUIRED?					N
10. DOES ANY NAMED INSURED SELL TO OTHER NAMED INSUREDS?					N

AGENCY CUSTOMER ID: _____

ADDITIONAL INTEREST / CERTIFICATE RECIPIENT **ACORD 45 attached for additional names**

INTEREST <input type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> EMPLOYEE AS LESSOR <input type="checkbox"/> LENDER'S LOSS PAYABLE <input type="checkbox"/> LIENHOLDER <input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE	NAME AND ADDRESS RANK: _____ EVIDENCE: _____ CERTIFICATE _____ <Base Form> REFERENCE / LOAN #: _____	INTEREST IN ITEM NUMBER LOCATION: _____ BUILDING: _____ ITEM CLASS: _____ ITEM: _____ ITEM DESCRIPTION _____
--	--	---

GENERAL INFORMATION

EXPLAIN ALL "YES" RESPONSES (For all past or present operations)		Y / N																		
1. ANY MEDICAL FACILITIES PROVIDED OR MEDICAL PROFESSIONALS EMPLOYED OR CONTRACTED?		N																		
2. ANY EXPOSURE TO RADIOACTIVE/NUCLEAR MATERIALS?		N																		
3. DO/HAVE PAST, PRESENT OR DISCONTINUED OPERATIONS INVOLVE(D) STORING, TREATING, DISCHARGING, APPLYING, DISPOSING, OR TRANSPORTING OF HAZARDOUS MATERIAL? (e.g. landfills, wastes, fuel tanks, etc)		N																		
4. ANY OPERATIONS SOLD, ACQUIRED, OR DISCONTINUED IN LAST FIVE (5) YEARS?		N																		
5. DO YOU RENT OR LOAN EQUIPMENT TO OTHERS?		N																		
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">EQUIPMENT</th> <th style="width:20%;">TYPE OF EQUIPMENT</th> <th style="width:30%;">INSTRUCTION GIVEN (Y/N)</th> </tr> </thead> <tbody> <tr> <td> </td> <td style="text-align: center;">SMALL TOOLS LARGE EQUIPMENT</td> <td> </td> </tr> <tr> <td> </td> <td style="text-align: center;">SMALL TOOLS LARGE EQUIPMENT</td> <td> </td> </tr> </tbody> </table>	EQUIPMENT	TYPE OF EQUIPMENT	INSTRUCTION GIVEN (Y/N)		SMALL TOOLS LARGE EQUIPMENT			SMALL TOOLS LARGE EQUIPMENT												
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	SMALL TOOLS LARGE EQUIPMENT																			
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6. ANY WATERCRAFT, DOCKS, FLOATS OWNED, HIRED OR LEASED?		N																		
7. ANY PARKING FACILITIES OWNED/RENTED?		N																		
8. IS A FEE CHARGED FOR PARKING?		N																		
9. RECREATION FACILITIES PROVIDED?		N																		
10. ARE THERE ANY LODGING OPERATIONS INCLUDING APARTMENTS? (If "YES", answer the following):		N																		
# APTS	TOTAL APT AREA Sq. Ft.	DESCRIBE OTHER LODGING OPERATIONS																		
11. IS THERE A SWIMMING POOL ON PREMISES? (Check all that apply)		N																		
<input type="checkbox"/> APPROVED FENCE <input type="checkbox"/> LIMITED ACCESS <input type="checkbox"/> DIVING BOARD <input type="checkbox"/> SLIDE <input type="checkbox"/> ABOVE GROUND <input type="checkbox"/> IN GROUND <input type="checkbox"/> LIFE GUARD																				
12. ARE SOCIAL EVENTS SPONSORED? Art walks, arts/crafts classes, small local music concerts		Y																		
13. ARE ATHLETIC TEAMS SPONSORED?		N																		
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">TYPE OF SPORT</th> <th style="width:10%;">CONTACT SPORT (Y/N)</th> <th style="width:20%;">AGE GROUP</th> </tr> </thead> <tbody> <tr> <td> </td> <td style="text-align: center;"><input type="checkbox"/> 13 - 18</td> <td> </td> </tr> <tr> <td> </td> <td style="text-align: center;"><input type="checkbox"/> 12 & UNDER <input type="checkbox"/> OVER 18</td> <td> </td> </tr> </tbody> </table>	TYPE OF SPORT	CONTACT SPORT (Y/N)	AGE GROUP		<input type="checkbox"/> 13 - 18			<input type="checkbox"/> 12 & UNDER <input type="checkbox"/> OVER 18		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">TYPE OF SPORT</th> <th style="width:10%;">CONTACT SPORT (Y/N)</th> <th style="width:20%;">AGE GROUP</th> </tr> </thead> <tbody> <tr> <td> </td> <td style="text-align: center;"><input type="checkbox"/> 13 - 18</td> <td> </td> </tr> <tr> <td> </td> <td style="text-align: center;"><input type="checkbox"/> 12 & UNDER <input type="checkbox"/> OVER 18</td> <td> </td> </tr> </tbody> </table>	TYPE OF SPORT	CONTACT SPORT (Y/N)	AGE GROUP		<input type="checkbox"/> 13 - 18			<input type="checkbox"/> 12 & UNDER <input type="checkbox"/> OVER 18		EXTENT OF SPONSORSHIP:
TYPE OF SPORT	CONTACT SPORT (Y/N)	AGE GROUP																		
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	<input type="checkbox"/> 13 - 18																			
	<input type="checkbox"/> 12 & UNDER <input type="checkbox"/> OVER 18																			
14. ANY STRUCTURAL ALTERATIONS CONTEMPLATED?		N																		
15. ANY DEMOLITION EXPOSURE CONTEMPLATED?		N																		

AGENCY CUSTOMER ID: _____

GENERAL INFORMATION (continued)

EXPLAIN ALL "YES" RESPONSES (For all past or present operations)				Y / N
16. HAS APPLICANT BEEN ACTIVE IN OR IS CURRENTLY ACTIVE IN JOINT VENTURES?				N
17. DO YOU LEASE EMPLOYEES TO OR FROM OTHER EMPLOYERS?				N
LEASE TO	WORKERS COMPENSATION COVERAGE CARRIED (Y/N)	LEASE FROM	WORKERS COMPENSATION COVERAGE CARRIED (Y/N)	
18. IS THERE A LABOR INTERCHANGE WITH ANY OTHER BUSINESS OR SUBSIDIARIES?				N
19. ARE DAY CARE FACILITIES OPERATED OR CONTROLLED?				N
20. HAVE ANY CRIMES OCCURRED OR BEEN ATTEMPTED ON YOUR PREMISES WITHIN THE LAST THREE (3) YEARS?				N
21. IS THERE A FORMAL, WRITTEN SAFETY AND SECURITY POLICY IN EFFECT?				Y
22. DOES THE BUSINESSES' PROMOTIONAL LITERATURE MAKE ANY REPRESENTATIONS ABOUT THE SAFETY OR SECURITY OF THE PREMISES?				N

REMARKS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Copy of personnel policy on file. Add'l GL codes: River Park Concert (annual); 68707--warehouses (storage)--600 sq. feet; 61212--art studio--2,970 sq ft

SIGNATURE

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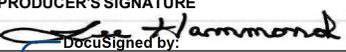
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Applicable in OR: Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Applicable in PR: Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS APPLICATION. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

PRODUCER'S SIGNATURE 	PRODUCER'S NAME (Please Print) Lee Hammond	STATE PRODUCER LICENSE NO (Required in Florida)
APPLICANT'S SIGNATURE 	DATE 8/9/2022	NATIONAL PRODUCER NUMBER

ACORD 101 (6/09)

Policy Number: 15790211Named Insured: Hillsborough Arts Council

PHILADELPHIA
INSURANCE COMPANIES

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

Terrorism Premium (Certified Acts) \$ 4.00

DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE REJECTION OPTION

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism. *As defined in Section 102(1) of the Act:* The term “act of terrorism” means any act or acts that are certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT’S FEDERAL SHARE OF TERRORISM LOSSES IS 80% OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS’ LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Your attached proposal (or policy) includes a charge for terrorism. We will issue (or have issued) your policy with terrorism coverage unless you decline by placing an “X” in the box below.

NOTE 1: If “included” is shown on your proposal (or policy) for terrorism you WILL NOT have the option to reject the coverage.

NOTE 2: You will want to check with entities that have an interest in your organization as they may require that you maintain terrorism coverage (e.g. mortgagees).

EXCEPTION: If you have property coverage on your policy, the following Standard Fire Policy states do not permit an Insured to reject fire ensuing from terrorism: CA, CT, GA, HI, IA, IL, MA, ME, MO, NJ, NY, NC, OR, RI, VA, WA, WV, WI. Therefore, if you are domiciled in the above states and reject terrorism coverage, you will still be charged for fire ensuing from terrorism as separately designated on your proposal.

X	I decline to purchase terrorism coverage. I understand that I will have no coverage for losses arising from “certified” acts of terrorism, EXCEPT as noted above.
---	--

You, as the Insured, have 30 days after receipt of this notice to consider the selection/rejection of “terrorism” coverage. After this 30 day period, any request for selection or rejection of terrorism coverage WILL NOT be honored.

REQUIRED IN GA – LIMITATION ON PAYMENT OF TERRORISM LOSSES (applies to policies which cover terrorism losses insured under the federal program, including those which only cover fire losses)
 The provisions of the Terrorism Risk Insurance Act, as amended, can limit our maximum liability for payment of losses from certified acts of terrorism. That determination will be based on a formula set forth in the law involving the national total of federally insured terrorism losses in an annual period and individual insurer participation in payment of such losses. If one or more certified acts of terrorism in an annual period causes the maximum liability for payment of losses from certified acts of terrorism to be reached, and we have satisfied our required level of payments under the law, then we will not pay for the portion of such losses above that maximum. However, that is subject to possible change at that time, as Congress may, under the Act, determine that payments above the cap will be made.

INSURED'S SIGNATURE _____
 DATE 8/9/2022

DocuSigned by:

 A25A6D2A695A472...



CANCELLATION REQUEST / POLICY RELEASE

DATE (MM/DD/YYYY)
08/05/2022

PRODUCER The Ballard Agency 105 W King St. Hillsborough NC 27278	PHONE (A/C. No. Ext): 919-732-2158	COMPANY NAME AND ADDRESS Erie Insurance Exchange	NAIC CODE: 26271
---	------------------------------------	---	------------------

CODE: AGENCY CUSTOMER ID:	SUB CODE:	POLICY TYPE General Liability
---------------------------------	-----------	----------------------------------

INSURED NAME AND ADDRESS Hillsborough Arts Council 102 N Churton St Hillsborough NC 27278-2534	CANCELLED POLICY INFORMATION		
	POLICY NUMBER Q32-1000580	EFFECTIVE DATE AND HOUR OF CANCELLATION 08/10/2022	CANCELLATION DATE 08/10/2022
		TIME 12:01	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
	POLICY TERM	EFFECTIVE DATE 08/10/2022	EXPIRATION DATE 08/10/2023

<input type="checkbox"/> CANCELLATION REQUEST (Policy attached)	<input checked="" type="checkbox"/> POLICY RELEASE (Complete SIGNATURES section below)
---	--

The undersigned agrees that:

The above referenced policy is lost, destroyed or being retained.

No claims of any type will be made against the Insurance Company, its agents or its representatives, under this policy for losses which occur after the date of cancellation shown above.

Any premium adjustment will be made in accordance with the terms and conditions of the policy.

SIGNATURES

DocuSigned by: *Don Norman* 8/9/2022

WITNESS	DATE	SIGNATURE OF NAMED INSURED	DATE
		<i>Don Norman</i>	8/9/2022
WITNESS	DATE	SIGNATURE OF NAMED INSURED	DATE

<input type="checkbox"/> LIENHOLDER	<input type="checkbox"/> MORTGAGEE	<input type="checkbox"/> LOSS PAYEE	<input type="checkbox"/> LENDER'S LOSS PAYABLE	AUTHORIZED SIGNATURE (Not applicable in NH per RSA 412:5 I)	TITLE	DATE

This representation is true and accurate, and I understand that any misrepresentation may be deemed a fraudulent act.

FOR AGENCY / COMPANY USE

REASON FOR CANCELLATION		METHOD OF CANCELLATION	
<input type="checkbox"/> NOT TAKEN	<input type="checkbox"/> OTHER (Identify)	<input checked="" type="checkbox"/> FLAT	FULL TERM PREMIUM \$
<input type="checkbox"/> REQUESTED BY INSURED		<input type="checkbox"/> SHORT RATE	UNEARNED FACTOR
<input checked="" type="checkbox"/> REWRITTEN (Complete below)		<input type="checkbox"/> PRO RATA	RETURN PREMIUM \$
COMPANY Philadelphia Ins. Co.	EFFECTIVE DATE 8/10/22	POLICY NUMBER TBD	REMARKS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

New York Only: If you do not keep your auto insurance in force during the entire registration period, your motor vehicle registration will be suspended. If your vehicle is still uninsured after 90 days, your driver's license will be suspended. To avoid these penalties, you must surrender your registration certificate and plates before your insurance expires. By law, we must report the termination of auto insurance coverage to the Department of Motor Vehicles.

NAME AND ADDRESS

REQUEST / RELEASE DISTRIBUTION

	<input type="checkbox"/> INSURED	<input type="checkbox"/> LOSS PAYEE	<input type="checkbox"/> LENDER'S LOSS PAYABLE
	<input type="checkbox"/> MORTGAGEE	<input type="checkbox"/> LIENHOLDER	
	<input type="checkbox"/> COMPANY	<input type="checkbox"/> FINANCE COMPANY	
	PRODUCER'S SIGNATURE <i>Lee Hammond</i>	DATE 8/5/2022	

ACORD 35 (2017/05)

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Section 3, Item B.

Payment Notification - Pay a special event fee (permits and event signage)

noreply@municipalonlinepayments.com <noreply@municipalonlinepayments.com>

Tue 11/7/2023 12:06 PM

To:Kelsey Carson <Kelsey.Carson@Hillsboroughnc.gov>



Town of Hillsborough

This is your payment receipt.

Confirmation Number	Payer Contact Info	Payment Method
PL4QHLP65V	programs@hillsboroughartscouncil.org	*****4947

Pay a special event fee (permits and event signage)

Please tell us what you are paying for (provide name or address of project, permit number, or type of review):	Solstice Lantern Walk Special Event Permit
--	---

Base Price	\$55.00
Total	\$55.00

[Municipal Online Services](#)

[Login](#)

Payment Notification - Pay a special event fee (permits and event signage)

noreply@municipalonlinepayments.com <noreply@municipalonlinepayments.com>

Wed 11/15/2023 12:03 PM

To:Kelsey Carson <Kelsey.Carson@Hillsboroughnc.gov>



Town of Hillsborough

This is your payment receipt.

Confirmation Number	Payer Contact Info	Payment Method
DPJFM6X34Y	programs@hillsboroughartscouncil.org	*****4947

Pay a special event fee (permits and event signage)

Please tell us what you are paying for (provide name or address of project, permit number, or type of review):

Event
Banner

Base Price	\$20.00
Total	\$20.00

[Municipal Online Services](#)

[Login](#)



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 27, 2023
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Special Event Permit: Kevin Dendy Memorial 5K Run/Walk – Generation Life Church

Attachments:

Special Event Permit Application

Summary:

Generation Life Church is requesting the use of Gold Park and River Walk for their Kevin Dendy Memorial 5K Run/Walk on April 6, 2024. This event will take place from 6 a.m. to noon with the 5K and kids' outdoor activities. There will be 2 to 4 tailgate style 10'x10' foot pop-up tents as well as speakers and music for the event's duration. The applicant stated last year's attendance was 150 to 200 people.

Financial impacts:

Financial impacts are low; no additional trash or police services were requested for this event.

Staff recommendation and comments:

Staff recommends the approval of this event and the use of the River Walk greenway and Gold Park with conditions. The application was sent to staff on Aug. 28, 2023 for approval, comments and/or concerns. The following comment(s) were provided by staff.

- Please remind the event applicant that the town has a noise ordinance and that there are nearby residents to the park, so they need to be mindful of the volume of the music, air horns, etc. for the event.
- Please inform the applicant that the electrical outlet at the Gold Park shelter is only 200 amps. Any high voltage item like bouncy houses, etc. will trip the breaker.
- Please remind the applicant that those using overflow parking on Nash Street should enter Gold Park from the greenway entrance on Calvin Street and NOT walk along Eno Street under the train trestle to enter the park. There are no sidewalks and it's not safe to enter the park that way.
- Gold Park opens at 8 a.m.; the applicant will need to contact the Police Department to coordinate unlocking the park gates for early set up.

Action requested:

Approve with conditions stated above.



TOWN OF
HILLSBOROUGH

SPECIAL EVENT PERMIT APPLICATION

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. **The Permit Application must be received 60 days in advance of the event.**

Name of Event: Generation Life Church Kevin Dendy Memorial 5k Run/Walk

Event Location Address: Gold Park, 415 Dimmocks Mill Rd, Hillsborough, NC 27278

Date(s) of event: 04/06/2024

Event Set Up Time: 6:00AM Event Hours: 6 Event Break Down: 12:00PM

Date(s) of event: _____

Event Set Up Time: _____ Event Hours: _____ Event Break Down: _____

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Generation Life Church

Organization/Company mailing address: PO Box 1273, Hillsborough, NC 27278

Organization Status: Formal Informal For-profit Not-for-profit

Event Organizer Name: Abbi Tenaglia

Event Organizer Phone: 919-943-1477 Event Organizer Email: tenagliaabbi@gmail.com

On-Site Contact(s) During the Day-of Event

Name: Chelsea Peterson

Cell Phone: 910-973-5504

Name: Becky Dendy

Cell Phone: 919-695-5098

GENERAL EVENT INFORMATION

Type of Event:

- Private Event on Private Property
- Private Event on Public Property
- Street or Greenway Event (Parades, Marches, Rallies, 5Ks, Bike Races)
- Public Event on Public Property
- Public Event on Private Property

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

The purpose of this event is to host a 5k run/walk in memory of a church member, Kevin Dendy, who passed away in 2021.

The event will raise funds to go towards the building fund at Generation Life Church.

The primary element of the event is the 5k run or walk as well as kids' outdoor activities, some water stations along the path and a small celebration at the end of the 5k with t-shirts and medals.

Estimated total number of people that will attend the event: 150-200

Estimated peak time(s) of attendance: 8:00-10:00 AM

Maximum capacity of event location (number of persons, if applicable): N/A

If the event is annual, the estimated attendance of the last event of this kind: N/A

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission/fees be charged as part of the event? YES NO

Will there be alcohol sold or provided as a part of this event? YES NO

If yes, please indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales/distribution and attach a copy of the ABC permit(s) for each vendor : _____

Please note: Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food & beverage tax.

Will vendors be on-site selling goods/crafts/wares during the event? YES NO

Will vendors be on-site selling food/beverages during the event? YES NO

Please note: All vendors without a physical location in town and/or food trucks that do not have Town of Hillsborough Food Truck Permits that are selling prepared food/beverage will need to prepay the Food & Beverage Tax with the Finance Department. Please list the name(s) of the food/beverage vendors:

Will you be soliciting donations as part of the event? YES NO

If yes, for what cause or organization? Generation Life Church's building fund

Will you bring additional equipment, stages, microphones, amplification, etc? YES NO

Please Explain: We'll have some speakers and computer to play music during the event

Will any items be left at the event site overnight? YES NO

Please Explain: _____

Will signs or banners be displayed on site or around Town? YES NO

*Please note: Special event signage must be applied for and permitted separately **BEFORE** signage is placed around town.*

Will tents be erected for the event? YES NO

If yes, how many and what size? 2-4 10x10 tailgate-style pop-up tents with weights may be used at Gold Park

Please note: Tents may require a permit and inspection by the Orange County Fire Marshal's office depending on size and number. Tents should be shown with location and dimensions on event map/layout.

Will you provide (portable) restroom facilities?

YES NO

Please note: Restroom facilities are required to be provided by Special Event organizers depending on attendance numbers and duration. Local Business, Town, and County facility restrooms may compliment, but not become a substitute for, providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities?

YES NO

Please note: Handwashing facilities are required for events that include on site food preparation and/or sales without direct or immediate sink access.

Will the event require any street closures or change in traffic flow?

YES NO

Will the event require additional trash and recycling facilities?

YES NO

Will you request that the Town Board sponsor specific services in conjunction with this event (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)?

YES NO

Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Event organizers who are able should make every necessary attempt to provide and pay for services at their events as the Town has limited staff and resources to cover the costs of event services.

EVENT MAP/LAYOUT REQUIREMENTS

With this application, you must attach a map of the area where the event is to take place and indicate the following:

- Traffic flow; including any streets requested to be closed or obstructed (locations of barriers and officers will be determined by Law Enforcement).
- If the event includes a parade, greenway closure, etc. then the route of the event should be clearly shown.
- Parking areas where event attendees will be directed that are adequate for event attendance. Please note: The Eno River deck has only 400 parking spaces.
- Pedestrian access and flow.
- The location of any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.
- The location of restroom and/or handwashing facilities.

A street map and a map of Gold Park are available on the Town's website. Google Maps is also an excellent resource and can be easily marked up. Contact Staff if you need assistance with providing an event layout or route map.

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case an event attendee injures themselves during the course of the event. Events occurring on Public Property (Town or County) are required to carry event liability insurance with the Public Property owner listed as 'additionally insured'.

Copy of event liability Certificate of Insurance is attached: YES NO

Name of insurance company providing liability coverage for the event:

State Farm

Contact information for broker/agent providing coverage:

Matt Phillips - matt.phillips.qug2@statefarm.com

EVENT PROPERTY USE PERMISSION

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

_____	_____
Name of Property Owner	Phone
_____	_____
Signature of Property Owner	Date

TOWN LIABILITY AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen, that are stored or otherwise as a result of this special event.

<i>Abbi Tenaglia</i>	08/15/2023
_____	_____
Applicant Signature	Date

SUBMITTAL DIRECTIONS:

Please submit electronically to: Evan.Punch@hillsboroughnc.gov

Please submit via paper copy here:

Hillsborough Planning Department
ATTN: Evan Punch
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278



Abbi Tenaglia <tenagliaabbi@gmail.com>

Parking Usage - April 6, 2024

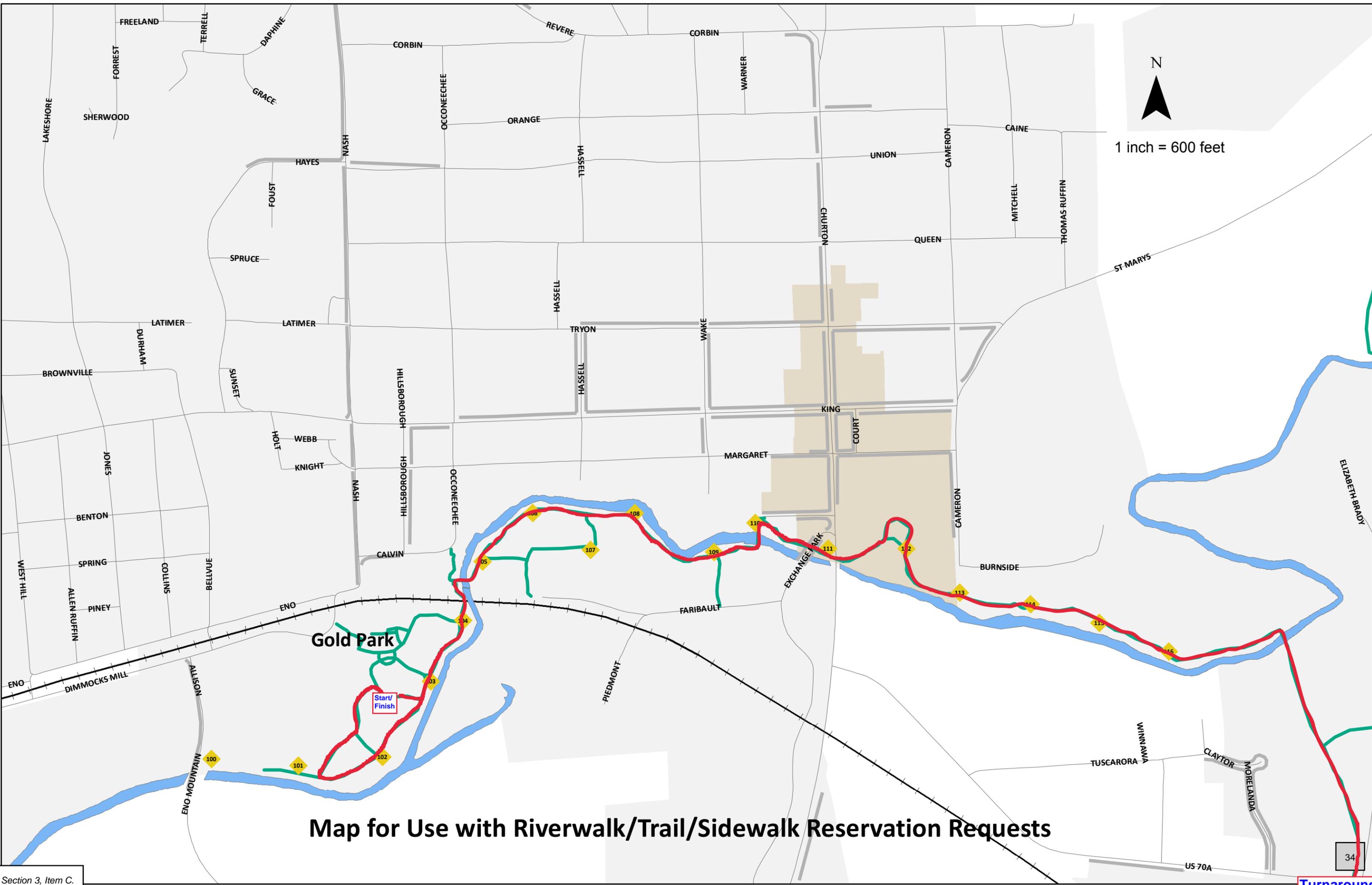
paz <paz@mebtel.net>

Wed, Sep 27, 2023 at 4:06 PM

To: Abbi Tenaglia <tenagliaabbi@gmail.com>, Evan Punch <evan.punch@hillsboroughnc.gov>

Hey!
Y'all have our permission to use the back of the lot for your event.
Best.
Scott Pasley

Sent from my Verizon, Samsung Galaxy smartphone
[Quoted text hidden]



1 inch = 600 feet

Map for Use with Riverwalk/Trail/Sidewalk Reservation Requests



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/03/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Matt Phillips 73 S Elliott Road Chapel Hill NC 27514	CONTACT NAME: Matt Phillips PHONE (A/C, No, Ext): 919-929-9552 E-MAIL ADDRESS: matt.phillips.qug2@statefarm.com	FAX (A/C, No): 919-945-0024	
	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 25143
INSURED Generation Life Church Attn: John Stillman 1519 Pleasant Green Road Durham NC 27705			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			93-E9-G490-8	01/19/2023	01/19/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
<input type="checkbox"/>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input type="checkbox"/>	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
<input type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Town of Hillsborough 101 East Orange St Hillsborough NC 27278	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

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ACORD 25 (2016/03)

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Section 3, Item C.

1001486 132849.14 04-13-2022

From: noreply@municipalonlinepayments.com
To: [Evan Punch](#)
Subject: Payment Notification - Pay a routine planning fee (plan reviews, zoning and sign permits, including historic)
Date: Monday, August 28, 2023 8:09:10 PM



Town of Hillsborough

This is your payment receipt.

Confirmation Number	Payer Contact Info	Payment Method
DJ36QLF3WQ	tenagliaabbi@gmail.com	*****0834

Pay a routine planning fee (plan reviews, zoning and sign permits, including historic)

Please tell us what you are paying for (provide name or address of project, permit number, or type of review):	Generation Life Church Kevin Dendy 5K Run/Walk Gold Park, 415 Dimmocks Mill Rd, Hillsborough, NC 27278
--	---

Base Price	\$55.00
Total	\$55.00

[Municipal Online Services](#)

[Login](#)



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 27, 2023
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Special Event Permit: 2024 Godiva Track Club New Year's Day 8K Run

Attachments:

Special Event Permit Application

Summary:

The Carolina Godiva Track Club is requesting the use of Gold Park and the River Walk for their New Year's Day 8K Run on Jan. 1, 2024. This event will follow the same race path as in prior years, beginning and ending at Gold Park. The event is open to the public as well as club members. The event will take place from 11:30 a.m. to 5 p.m. The applicant states last year's event hosted about 90 attendees.

Financial impacts:

Financial impacts are low; no additional trash or police services were requested for this event.

Staff recommendation and comments:

Staff recommends the approval of this event and the use of the River Walk greenway and Gold Park. The application was sent to staff on Nov. 14 for approval, comments and/or concerns. No additional concerns or comments were received.

Action requested:

Approve, approval with conditions, or deny the special event permit.



TOWN OF HILLSBOROUGH

SPECIAL EVENT PERMIT APPLICATION

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. The Permit Application must be received 60 days in advance of the event.

Name of Event: Godiva Track Club New Year's Day 8k Run

Event Location Address: Gold Park and Riverwalk

Date(s) of event: 1/1/24

Event Set Up Time: 11:30 am Event Hours: 2.5 Event Break Down: 5

Date(s) of event:

Event Set Up Time: Event Hours: Event Break Down:

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Carolina Godiva Track Club

Organization/Company mailing address: 510 Meadowmont Village Circle PMB#376 Chapel Hill, NC 27517

Organization Status: [X] Formal [] Informal [] For-profit [X] Not-for-profit

Event Organizer Name: Patrick Bruer

Event Organizer Phone: 919 260 7980 Event Organizer Email: pjbruer@gmail.com

On-Site Contact(s) During the Day-of Event

Name: Patrick Bruer Cell Phone: 919 260 7980

Name: Patrick Gale Cell Phone: 919-612-1485

GENERAL EVENT INFORMATION

Type of Event:

- Private Event on Private Property, Public Event on Public Property, Private Event on Public Property, Public Event on Private Property, [X] Street or Greenway Event (Parades, Marches, Rallies, 5Ks, Bike Races)

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

The event will be an 8 kilometer (4.97 mile) running race that will start in Gold Park, proceed via the Riverwalk to the Historic Occoneechee Speedway Tail, then return via the same route to finish in Gold Park. The race is part of Godiva Track Club's winter race series, and is open to the public as well as club members. It is a relatively small, low cost and informal run.

Estimated total number of people that will attend the event: 80-100

Estimated peak time(s) of attendance: 1:00-2:00 pm

Maximum capacity of event location (number of persons, if applicable): _____

If the event is annual, the estimated attendance of the last event of this kind: 90

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission/fees be charged as part of the event? YES NO

Will there be alcohol sold or provided as a part of this event? YES NO

If yes, please indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales/distribution and attach a copy of the ABC permit(s) for each vendor : _____

Please note: Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food & beverage tax.

Will vendors be on-site selling goods/crafts/wares during the event? YES NO

Will vendors be on-site selling food/beverages during the event? YES NO

Please note: All vendors without a physical location in town and/or food trucks that do not have Town of Hillsborough Food Truck Permits that are selling prepared food/beverage will need to [prepay the Food & Beverage Tax](#) with the Finance Department. Please list the name(s) of the food/beverage vendors:

Will you be soliciting donations as part of the event? YES NO

If yes, for what cause or organization? _____

Will you bring additional equipment, stages, microphones, amplification, etc? YES NO

Please Explain: Race timing equipment @ finish line

Will any items be left at the event site overnight? YES NO

Please Explain: _____

Will signs or banners be displayed on site or around Town? YES NO

*Please note: [Special event signage](#) must be applied for and permitted separately **BEFORE** signage is placed around town.*

Will tents be erected for the event? YES NO

If yes, how many and what size? _____

Please note: Tents may require a permit and inspection by the Orange County Fire Marshal's office depending on size and number. Tents should be shown with location and dimensions on event map/layout.

Will you provide (portable) restroom facilities?

YES NO

Please note: Restroom facilities are required to be provided by Special Event organizers depending on attendance numbers and duration. Local Business, Town, and County facility restrooms may compliment, but not become a substitute for, providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities?

YES NO

Please note: Handwashing facilities are required for events that include on site food preparation and/or sales without direct or immediate sink access.

Will the event require any street closures or change in traffic flow?

YES NO

Will the event require additional trash and recycling facilities?

YES NO

Will you request that the Town Board sponsor specific services in conjunction with this event (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)?

YES NO

Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Event organizers who are able should make every necessary attempt to provide and pay for services at their events as the Town has limited staff and resources to cover the costs of event services.

EVENT MAP/LAYOUT REQUIREMENTS

With this application, you must attach a map of the area where the event is to take place and indicate the following:

- Traffic flow; including any streets requested to be closed or obstructed (locations of barriers and officers will be determined by Law Enforcement).
- If the event includes a parade, greenway closure, etc. then the route of the event should be clearly shown.
- Parking areas where event attendees will be directed that are adequate for event attendance. Please note: The Eno River deck has only 400 parking spaces.
- Pedestrian access and flow.
- The location of any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.
- The location of restroom and/or handwashing facilities.

A street map and a map of Gold Park are available on the Town's website. Google Maps is also an excellent resource and can be easily marked up. Contact Staff if you need assistance with providing an event layout or route map.

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case an event attendee injures themselves during the course of the event. Events occurring on Public Property (Town or County) are required to carry event liability insurance with the Public Property owner listed as 'additionally insured'.

Copy of event liability Certificate of Insurance is attached: YES NO

Name of insurance company providing liability coverage for the event:

RRCA/Insurance Management Group (Additional Insured/Idocument naming Town of Hillsborough will be provided before event date)

Contact information for broker/agent providing coverage:

Insurance Management Group 12730 Coldwater Road, Suite 103 Fort Wayne IN 46845 - Attn: Margaret Meyers

EVENT PROPERTY USE PERMISSION

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

Name of Property Owner

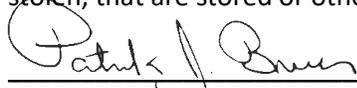
Phone

Signature of Property Owner

Date

TOWN LIABILITY AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen, that are stored or otherwise as a result of this special event.



Applicant Signature

8/25/2023

Date

SUBMITTAL DIRECTIONS:

Please submit electronically to: Evan.Punch@hillsboroughnc.gov

Please submit via paper copy here:

Hillsborough Planning Department
ATTN: Evan Punch
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278

From: [Patrick Bruer](#)
To: [Shannan Campbell](#)
Subject: Fwd: Godiva Track Club New Year's Day Run - Speedway Trail
Date: Tuesday, November 14, 2023 7:56:00 AM

Shannan,

Here's the message I received from Kevin Cherry at Classical American Homes on October 10th approving our use of the Speedway property for the Godiva Track Club New Year's Day 8k run this coming January.

Patrick Bruer

----- Forwarded message -----

From: **Kevin Cherry** <kcherry@classicalamericanhomes.org>
Date: Tue, Oct 10, 2023 at 1:14 PM
Subject: Re: Godiva Track Club New Year's Day Run - Speedway Trail
To: Patrick Bruer <pjbruer@gmail.com>, Brandon Hyler <bhyler@classicalamericanhomes.org>, Ryan Spencer <rspencer@classicalamericanhomes.org>
Cc: Evan Punch <Evan.Punch@hillsboroughnc.gov>, w. Patrick Gale <w.patrick.gale@gmail.com>

Patrick,

We will still be managing the speedway on January 1st. We do hope that the transition will take place in early spring of next year.

Your group can use the speedway on January 1st. If you need offsite parking or along the road, you will have to contact the town of Hillsborough. We can provide keys to allow for drop off and delivery of any supplies. We will just need a certificate of insurance and a statement that you understand that your insurance is covering the event and not our institution's.

Kevin

From: Patrick Bruer <pjbruer@gmail.com>
Sent: Monday, October 9, 2023 6:59 PM
To: Kevin Cherry <kcherry@classicalamericanhomes.org>
Cc: Evan Punch <Evan.Punch@hillsboroughnc.gov>; w. Patrick Gale <w.patrick.gale@gmail.com>
Subject: Godiva Track Club New Year's Day Run - Speedway Trail

Kevin,

Last year at about this time I contacted you seeking permission to use the Occoneechee Speedway Trail for Carolina Godiva Track Club's New Year's Day 8k Run. Our first year at this venue -- starting and ending in Gold Park with an out and back to the Speedway -- worked

out very well for us and we would like to do it again on Jan 1, 2024.

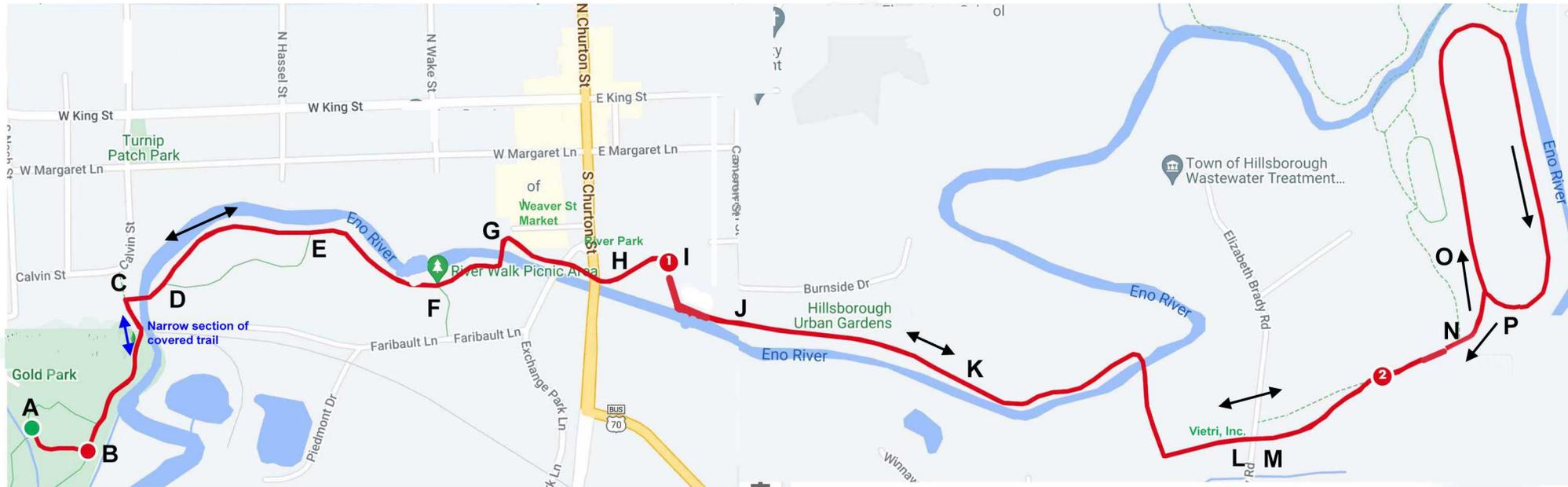
I became aware that ownership and management of the Speedway was going to transition, and my understanding was that it would ultimately become part of Eno River State Park. I'm not sure how far that process has gone, so I'm checking in with you on that.

If your organization is still managing the site, may we please have our New Year's Day Run using the Speedway next January? If I need to get in touch with someone else, might you know who I should contact?

Thanks for your help,

Patrick Bruer
Carolina Godiva Track Club

Godiva New Year's Day 8k Run - Hillsborough Riverwalk



- A** Start on Gold Loop
- B** L onto Riverwalk Greenway
- C** Hard R between two boardwalk sections where Calvin St. path accesses RG
- D** Bear L taking Riverwalk path closest to the Eno River
- E** Keep straight on path closest to the river
- F** Keep straight where Faribault Ln access path meets RG, follow sign "To Downtown"
- G** Hard R to downhill on boardwalk behind Weaver St. Market, follow handrail sign "To River Park"
- H** Keep R near River Park sign to stay on main Riverwalk path
- I** R onto dirt trail leading to single lane suspension bridge (1 Mile point approx. halfway between R turn and start of bridge)
- J** Keep straight at elevated manhole
- K** Sign marking Riverwalk / Classic Homes Preservation Trust property border
- L** Proceed straight across Elizabeth Brady Rd., using marked pedestrian crosswalk
- M** Say R of "No Bikes" sign, proceeding on dirt single track
- N** Historic Speedway welcome sign, proceed to the L of the traffic gate toward "Trace" sign
- O** L onto Speedway oval for one clockwise loop
- P** Reverse course exactly back to Gold Park finish



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Nov. 27, 2023
Department:	Administrative Services
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Administrative Services Director Jen Della Valle

ITEM TO BE CONSIDERED

Subject: Strategic Plan – Quarter 1 Update

Attachments:

1. Strategic Plan – Focus Area Updates
2. Active Requests & Parking Lot List
3. Departmental Priorities
4. Strategic Plan Schedule – Quarterly Updates
5. FY24-26 Strategic Plan

Summary:

The town board adopted the FY24-26 Strategic Plan this past June, a big milestone for the town after having discontinued the Balanced Scorecard. The strategic plan outlines the town's strategic direction for a three-year period and is an action-oriented road map that aligns the town's resources with priorities. Now that the strategic plan has been adopted, we are now in the plan implementation phase. Throughout the year, we'll have quarterly check-ins with the town board, providing an opportunity to discuss progress made on initiatives that were identified for the current fiscal year and to check in on other competing priorities.

The first attachment includes an update for initiatives across each focus area that were identified to be worked on during FY24. A stop light system is included for a quick visual on the status of each initiative. Below are the definitions for the flag colors:

- **Green** = In progress and going as planned or awaiting anticipated start.
- **Yellow** = Facing some minor challenges (such as capacity) or haven't started but should have enough resources to accomplish the initiative.
- **Red** = Facing significant challenges, such as not having started due to capacity and may not be able to get started quickly or easily.

Staff is also including an update on the list of items that the board had previously identified as priorities (led by former assistant town manager). These were items that did not make it into the strategic plan but that the board had provided direction on or indicated interest in, so staff wanted to provide an update on progress.

In addition to updating the board on progress made on strategic plan initiatives and other active requests, another purpose of this quarterly strategic plan update is to check in with the board if there have been other topics or priorities arise that the board would like to discuss. Depending on that discussion, items may be included in the

strategic plan, a department’s work plan depending on the nature of the request and departmental capacity, or the “parking lot” list to keep it on everyone’s radar for when there is capacity, resources, etc.

Departments have identified their departmental priorities for FY24-26, which are also included as an attachment. These are included for informational purposes and we’re not planning to discuss them specifically at this work session. These documents represent a snapshot of priorities at the moment and thus are subject to change in the future. The purpose of these documents is for the town board to have a fuller picture of a department’s workload. These priorities should be referenced if the board or staff consider adding strategic plan initiatives or priorities in FY24-26.

Financial impacts:

No financial impacts.

Staff recommendation and comments:

Receive update.

Action requested:

Receive update, ask questions related to progress and provide any feedback to staff.

FY24 - Quarter 1 Update

Sustainability

ID #	Status	Initiative	Timeline	Progress Notes
S 1.1		Overhaul the Unified Development Ordinance and Zoning Map to reflect current development trends and patterns to incorporate sustainability, environmental and climate best practices, economic resiliency measures, and equity in development and redevelopment as well as meet water and sewer system-wide needs.	FY24- FY25	Added additional planner II position. Expected start of project is early 2024, with project lasting 8-12 months. Work session anticipated early 2024 once scope is updated.
S 1.2		Update the Future Land Use Map to simplify land use categories and express current preferred future land use and growth patterns.	FY24- FY25	Draft land use categories and descriptions complete, map in progress. Targeting public hearing before the end of 2023.
S 2.1		Assess renewable energy generation potential for solar photovoltaics and wind energy projects on town-owned properties and identify priority sites for planning and implementation.	FY24- FY26	No current staff capacity to assess additional town-owned sites beyond train station, which includes solar integration as part of the net-zero design. There is interest in assessing other town facilities in the future, but staff doesn't have capacity or expertise at this point to determine which sites should be targeted.
S 2.2		Investigate opportunities and incorporate to the greatest extent possible sustainability and climate initiatives in facility development including geothermal, solar, weatherization, and green infrastructure.	FY24- FY26	Efforts are ongoing and initiatives will be implemented in Train Station and Highway 86 facility plans, as able. An example was making decision to use electric heating instead of natural gas for new storage buildings at Highway 86.
S 2.4		Evaluate the town's vehicle fleet to determine right-sizing and transition to electric vehicle (EV) potential. Transition the town's vehicle fleet to zero emission alternatives on a schedule consistent with vehicle lifecycles and market availability. Advance the schedule of this transition as feasible.	FY24- FY26	Town staff continue to monitor opportunities to pilot transition to hybrid and electric vehicles. Fleet maintenance staff attending regional events to learn more about fleet options. This will be discussed during the upcoming FY25 budget process.
S 2.7		Continue to coordinate at a regional level on the Electric Vehicle Supply Equipment Location Suitability Analysis	FY24	Prioritization model and map have been completed, and joint grant funding application has been submitted for potential installations. The grant application is to deploy 24 Level 2 chargers identified in the prioritization model. Staff expects more information on grant funding status by new year.

FY24 - Quarter 1 Update

Connected Community

ID #	Status	Initiative	Timeline	Progress Notes
CC 1.1		Complete Churton Street Multi-Modal Corridor Study to inform the future NC Department of Transportation-funded project.	FY24	Plan is ongoing. Update presented to board Sept. 11, 2023. Plan should be finalized in late winter 2023.
CC 1.2		Contribute annual budget allocations to expand public art and amenities and public spaces.	FY24- FY26	Staff assisted with Uproar festival, with temporary art installed throughout the county. Next festival scheduled for 2025. First Town Hall campus public art installation selected earlier this year, certificate of compliance was approved by Historic District Commission and art has been installed.
CC 1.3		Ridgewalk feasibility study is complete. If directed by the board, design and engineering for the section from downtown to Collins Ridge will proceed	FY24- FY25	Ridgewalk feasibility study has been received by the Board of Commissioners and a work session was held on September 25, 2023, to receive board input on next steps. Moving forward with phase 2 feasibility to review alternatives.
CC 2.1		Explore offering wireless access points at parks and public spaces to increase internet accessibility	FY24	Efforts ongoing. Plan and cost projections have been received from one internet service provider. Awaiting cost options from two additional service providers. Also reviewing option to include this with the fiber to town facilities project.
CC 2.2		Review broadband speed accessibility in different areas of town using the state's coverage map	FY24	North Carolina Broadband provides a detailed map, Fixed Broadband Service Areas, detailing which broadband service providers serve which specific area of town with minimum speeds of 25mb/s download and 3mb/s upload. Awaiting the arrival of two additional internet service providers to town to further review coverage.

FY24 - Quarter 1 Update

Economic Vitality

ID #	Status	Initiative	Timeline	Progress Notes
EV 1.1		Conduct a downtown parking study to develop and adopt a long-range parking plan.	FY24	Draft request for proposals is in progress with the anticipated solicitation in late fall/winter 2023.
EV 1.2		Complete Train Station Development Master Plan.	FY24- FY25	Board work session on Hillsborough Station Transit Oriented Development held in September. Next steps include market feasibility study and better site plan, with anticipated kick off in early 2024.
EV 1.3		Invest in wayfinding and interpretive signage programs.	FY24- FY26	Efforts ongoing. Staff is currently working on developing a sign for the Occaneechi Replica Village, anticipated to be installed in January. The last one completed and installed was at Dickerson Chapel in September. Staff is also working on creating a wayfinding sign for Orange County Arts Eno Arts Mill.
EV 1.4		Market and brand Hillsborough through town website and social media as a great place to live, work and do business by engaging in partnerships to highlight success stories and incentive opportunities.	FY24- FY26	Efforts ongoing as opportunities arise. Staff will begin to work in May 2024 on ad to be included in Chapel Hill Magazine featuring restaurants and businesses in town that have won a "Best of" award.
EV 2.2		Engage with the local business community through periodic small business workshops hosted by town or in conjunction with economic development partners.	FY24- FY26	Staff working with Chamber on a small business workshop in the spring. Community business meeting anticipated in January with social district, snow removal, parking, and interest in Triangle Restaurant Week as potential topics.
EV 3.2		Work with local and regional partners to identify and promote woman and Black, Indigenous and People of Color (BIPOC) owned businesses through marketing success stories and tracking contractual partnerships with the town.	FY24- FY26	Have not started on this initiative yet.
EV 4.1		Actively participate in county-wide housing plan effort to inform a local action plan.	FY24	Joint Request for Proposals has been postponed, awaiting Local Government Affordable Housing Collaborative decision on next steps for funding and potential re-advertisement.

EV 5.2		Support changes to town code and state law to provide new funding sources and reduce administrative barriers for affordable housing creation.	FY24- FY26	Efforts ongoing. Work being done through our advocacy networks on these efforts.
EV 5.3		Prioritize surplus of town-owned land for creation of affordable housing and strategically acquire additional land or financial participation from new development for affordable housing	FY24- FY26	Options are under consideration for town-owned land at Hillsborough Station, and conversations being held with funding partners and non-profit housing developers to guide next steps.

FY24 - Quarter 1 Update

Community Safety

ID #	Status	Initiative	Timeline	Progress Notes
CS 1.1		Complete North Carolina League of Municipalities risk assessment and begin follow up on implementation of results.	FY24	This in progress but has been slow due to limited staff time. Town staff are still in the preparation stages, which involves going through all the department policies and making some significant updates that are needed to out-of-date policies and establishing some needed policies.
CS 1.2		Host a community conversation that focuses on a broader concept of safety. Pilot completed in FY23.	FY24	The Engage pilot that focused on public safety was held Spring 2023. The Police Department is an active participant in this project but it has been led by the Communications Division in collaboration with other departments.
CS 2.1		Complete refresh of the Emergency Operations Plan.	FY24	After town staff discussion, the plan is to contract out plan development in partnership with other Orange County agencies. A request for proposals will be posted later this year with the goal of having the plan updated in 2024.
CS 2.2		Establish quarterly management check-ins.	FY24-FY26	While the emergency operations team has had various conversations on topics like the Emergency Operation Plan, training, etc., staff have not held any quarterly management check-ins. Check-in is scheduled for December.
CS 2.4		Establish Emergency Operations Centers.	FY24	This is pending the completion of the refreshed Emergency Operation Plan.
CS 2.5		Restart employee emergency preparedness training.	FY24	Training was restarted March 2023 with all employees asked to complete ICS-100 by July 1. This effort is being managed by Administrative Services Department. The Emergency Services Team is evaluating available courses and determining which employees should take additional courses.

FY24 - Quarter 1 Update

Service Excellence

ID #	Status	Initiative	Timeline	Progress Notes
SE 1.1		Schedule and consolidate building maintenance services.	FY24	Facilities staff is mainly complete in consolidating building maintenance services and contracts, such as pest control and grounds maintenance. Evaluating software options for better workflow and facilities management.
SE 2.1		Evaluate onboarding process and identify gaps and redesign process.	FY24	Lead for NC Fellow is taking a comprehensive look at town's onboarding process, including new employee orientation and has made recommendations on how to improve our processes. Staff is drafting an onboarding checklist for supervisors and will be developing a supervisor focus group to help identify gaps and support that can be provided when onboarding and training new employees.
SE 2.2		Explore and develop strategies to encourage the timely completion of performance evaluations.	FY24	Most employees completed their performance evaluation in a timely manner, by July 31. HR is taking notes of suggestions that have been made to improve the performance evaluation structure. HR will use these suggestions to improve the evaluation process going forward, which includes strategies that continue to encourage the timely completion of performance evaluations.
SE 3.1		Assess representation on appointed boards and boost recruitment efforts for underrepresented groups and areas.	FY24	Staff have begun collecting appointed board member demographic data for further analysis. Member demographics will be compared to the community's demographics to examine where there are gaps in representation. After that is complete, the next step is to identify strategies for boosting recruitment efforts for underrepresented groups and areas.
SE 4.1		Develop, adopt, and implement a racial equity plan.	FY24-FY26	Started reviewing GARE manual on how to develop action plan and working with DEI team on planning.



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Strategic Plan

Other Active Requests

Appointed Board Procedures

Discuss a review of appointed boards' procedures and onboarding for consistency with requirements or best practices, look into adding an agreement on expectations to onboarding process for appointed boards, and add an oath to statutorily created boards.

Several appointed boards have updated rules of procedures and bylaws. The town approved a list of materials that will be provided to appointed board members as part of an onboarding packet. Some of the items on the list will be consistent across appointed boards while other materials will be specific to particular appointed boards. This is defined in the town code. Town Clerk Sarah Kimrey is leading the effort to compile onboarding packets and working with the Communications Division to develop a cohesive look for the packet. Oaths have been added for all the boards.

Accessory Dwelling Units

Provide a map of where current accessory dwelling units are located, look at the parameters for these units and discuss possible changes to encourage more development. Staff is looking to update a map that was created in 2022. Any further changes to accessory dwelling units will be handled through the Unified Development Ordinance (UDO) rewrite.

Code of Ethics Ordinance

Revisit a code of ethics ordinance before November 2023 election cycle.

Work has not been done on this item yet, but the legal team can pick this up if the board is interested.

Firearm Regulation

Receive research from town attorney regarding any possible changes to the firearm regulation.

Work has not been done on this item yet, but the legal team can pick this up if the board is interested.

Town Contracts

Financial Services Department to provide a listing of current town contracts to help determine what type of contracts might be included in an online depository. The town board agreed to revisit this item once the Finance Department is able to get back on track with the audit. Town staff are working to complete the FY23 audit, with the FY22 audit completed earlier this year. The next big priority for the Financial Service Department is transitioning to a new Enterprise Resource Planning (ERP) system, which will

impact the entire organization. The preference is to get the software implemented and get through another audit cycle before transitioning back to this item.

Social Districts

Poll bars and restaurants regarding their interest in creating social districts, areas where alcoholic beverages can be purchased from a licensed Alcoholic Beverage Control permittee and then taken outdoors. Staff is planning a meeting for January, with one of the topics being social districts. Staff will gauge the interest of downtown bars regarding creating social districts.

Alternative Engagement

Continue looking at what neighbors are doing regarding alternatives to traditional engagement and determine if it is scalable.

The Communications Division has helped lead two Engage events with other departments, one on public safety in Spring 2023 and one in October on connectivity. These events are opportunities to engage the community on relevant topics and seek to eliminate barriers to traditional engagement by providing childcare and interpreter services. Town staff will be evaluating the program and developing guidelines around what sort of engagement is best suited for these events. Will continue to look at what others are doing and consider options that are scalable to our town.

Transparency

Investigate making emails sent to the town board through the town website visible on the website.

Board indicated this was an item of interest but lower on the priority list. IT is researching the product being used by Chapel Hill and Carrboro called MailArchiva. Staff is in the process of gathering further information from both Chapel Hill and Carrboro on pros and cons of this product and more details, such as the cost of the product.

Parking Lot

Meeting Broadcast

Continue using the current broadcast method for board meetings and evaluate possible improvements in the future.

Rotating Board Meeting Locations

Determined that this would require significant effort and increase confusion for the community regarding meeting location. Board wanted this to stay on the radar should technology make this easier in the future.

Neighborhood Grants Program/Participatory Budget

Discuss incorporating neighborhood grants to future budget discussions. Consider expanding community reinvestment funds to engage the community and neighborhoods.

Budget staff is limited in their capacity to be able to take on new projects, such as a neighborhood grants program or participatory budget, which is why this item is on the parking lot list. If the board is

interested in adding this level of programming in the future, additional personnel would need to be added to manage the program as well as funding to support the program.

Staff believes that the underlying interest behind this item is community engagement around the budget. A significant way the community is involved in providing feedback on their priorities is the biennial community survey. The survey asks the community for their satisfaction levels around services provided, value provided for taxes and fees, and for what services or amenities they would be willing to have a tax rate increase, among other things. If there are gaps in needing more information on a particular topic than what we can glean from the survey results, staff can hold focus groups to get more information or help provide meaning to survey results.

Administrative Services Department

FY24-26 Priorities

Human Resources

- Diversity, Equity, and Inclusion efforts
 - o Racial Equity Action Plan
- Training program (general employees, supervisor, etc.)
- Employee handbook updates – catch up and get back on a regular update schedule
- Increased focus on promoting safety culture

Information Technology

- Phone system upgrade assessment
- Facility remodeling – IT integration in new and renovated facilities
- Building security and access
- Infrastructure upgrades

Communications

- Additional community surveying
- Community conversations/other community engagement
- Website
- Evaluate ways to streamline operations
- Photo inventory

Budget

- Budget document
- Strategic plan
- Financial software conversion

Clerk

- Remote participation policy
- Municode board management portal
- Electronic records policy and implementation plan

15%

Daily Work

85%

Important, No Capacity

- Employee engagement, including focus on employee wellness
- “Stay” interviews
- Performance data

0%

Community Services Department

FY24-26 Priorities

Public Works

- Complete Waterstone Drive resurfacing project.
 - o Bid awarded September 2023 with work to be completed winter 2024.
- Continue leaf removal, litter removal and street sweeping programs.
 - o Leaf collection started November 1.
 - o Contract in place for monthly street sweeping and post-event sweeping.
- Develop a schedule for repairs and maintenance for sidewalks and greenways, prioritizing connectivity improvements.
 - o Sidewalk survey completed, planned trip hazard and panel work in late fall.
- Construction Inspection
 - o Request for Proposals (RFP) out for contract services.

Planning and Economic Development

- Actively participate in county-wide housing plan effort to inform a local action plan.
 - o Local Government Affordable Housing Collaborative (LGAHC) reframing RFP documents, desired outcomes and local funding options. Anticipated advertisement in FY25.
- Overhaul UDO and Zoning Map to incorporate recommendations of Comprehensive Sustainability Plan.
 - o New Planning staff hired Fall 2023, scope of work and RFP draft in process, project expected to start in CY2024.
- Update Future Land Use Map to simplify land use categories and express preferred land use and growth patterns.
 - o Draft land use categories and descriptions in progress, working towards future public hearing fall/winter 2023/2024.
- Complete Hillsborough Station Transit Oriented Development Concept Plan.
 - o Board received update on September 25, next steps include market feasibility study and additional site concept planning.
- Conduct a downtown parking study to develop and adopt a long-range parking plan.
 - o Drafting RFP in progress, anticipated to advertise late fall/winter 2023/2024.

Public Space and Sustainability

- Work with regional partners to expand the number of EV charging stations in the town to support EV readiness and encourage widespread adoption.
 - o Map completed, prioritization model completed, regional grant applied for.
- Complete Churton Street Multi-Modal Corridor Study to inform the future NC Department of Transportation-funded project.
 - o Study ongoing, should wrap up by late winter 2024.
- If directed by the board, advance design and engineering of first phase of Ridgewalk Greenway.
 - o Board received update on September 25. Next steps include additional alternatives analysis and market/trip generation study.
- Complete construction of Cates Creek Skate Spot.
 - o 90% Construction Drawings complete, anticipate spring 2024 construction.
- Advance Train Station design and permitting towards construction.
 - o 30% design completed, awaiting external permits/agreements (NCRR, NCDOT).

15%

15%

- Contribute annual budget allocations to expand public art and amenities and public spaces.
 - o First public art installation at Town Hall complex completed (Giraffes). Working on selection of art component of Skate Spot.
- Schedule and consolidate facilities maintenance service.
 - o Consolidation efforts 75% complete.

Stormwater and Environmental Services

- Update and adopt a comprehensive Stormwater Management Plan.
 - o State audit site complete, anticipate February update for Stormwater Management Plan.
- Continue implementing watershed improvement projects in compliance with Falls Lake rules
 - o Odie Street project 70% complete, Odie stream stabilization design complete – construction pending funding, cistern project in progress for Dorothy Johnson Community Center (concept phase), Skate Spot green infrastructure.
- Update and monitor progress toward accomplishing the Bellevue Branch Watershed Improvement Plan.
 - o In progress.
- Analyze and revise Stormwater & Environmental Management program fee rate structure to meet Stormwater & Environmental Management program goals.
 - o Preparing for FY25 budget discussions.

85%

Daily Work

- Development review, park & playground inspections, staffing advisory boards, stormwater inspections, street/sidewalk/drainage repairs, trash/bulk/yard debris collection, special event applications, etc.

0%

Important, No Capacity

- Develop and adopt a tree inventory for town-owned and town-maintained properties
- Access renewable energy generation potential for solar photovoltaics and wind energy projects on town-owned properties and identify priority sites for planning and implementation
- Code Enforcement

Financial Services Department

15%

FY24-26 Priorities

- New ERP System
 - Financial Services staff are researching and exploring potential Enterprise Resource Planning (ERP) system replacements.
 - The department plans to coordinate with all departments who use the ERP system to find a product suitable for users and that integrates with other existing software (i.e., OpenGov).
- Record-Keeping and Documentation
 - Financial Services staff are exploring opportunities for improved records retention and documentation storage, potentially with the help of the town's Lead for NC Fellow.

85%

Daily Work

- Audit
 - Financial Services staff are working diligently to have the Fiscal Year 2023 audit completed on time.
- Ledger Postings
 - Financial Services staff are working to make sure ledger postings are updated and entered more frequently. In the past, postings have lagged by several months in some cases.
- Department Restructure
 - Facilitating personnel restructuring, including promotion of Accounting Technician and onboarding/training of new Accounts Payable Technician.
- Training
 - Financial Services staff are actively exploring and attending training sessions, such as Introduction to Local Government Finance course offered by the UNC School of Government (2 staff attending).

0%

Important, No Capacity

Police Department

15%

FY24-26 Priorities

- Completion of North Carolina League of Municipalities risk assessment.
 - Police Department is taking lead.
 - Considering the assistance of a facilitator for quicker completion.
- Participation in community conversations on public safety
 - Low workload for Police Department.
- Planning for restart of Police Citizens' Academy
- Emergency Operations Plan Refresh
 - Involves committee, but Police Department taking lead.
 - Portions of the plan have been contracted out.
 - May be completed in Fiscal Year 2024.
- Emergency Preparedness Training
 - Currently facilitated by Human Resources – all applicable positions are to complete National Incident Management System (NIMS) and Incident Command Structure (ICS) training.

85%

Daily Work

- Patrol, Investigations, Court.
- Administrative – finance, timekeeping, etc.
- Hiring process for Social Worker position.
- Managing and monitoring recent department restructure.
- Facility projects are disrupting some daily work, such as the property room and other renovations at the downtown station.
- Currently fully staffed, but in times when there are vacancies, the hiring process takes a fair amount of time, including testing, background checks, and academy time.

0%

Important, No Capacity

- Conduct Tabletop Exercise
 - Timing dependent on completion of Emergency Operations Plan.
 - Likely Police Department lead or facilitated by third-party.
 - Involve only the town to begin, but later may be coordinated with Orange County.
- Establish Emergency Operations Centers
 - Dependent on completion of Emergency Operations Plan.

Utilities Department

FY24-26 Priorities

Administration of Enterprise

- Assess and adjust transfers to General Fund to ensure equitable coverage and cost share. Document method of calculations.

Utilities Administration

- Help budget and finance team develop rate model that incorporates CIP and ensures future funding of CIP projects.
- Continue to rely on future development to pay for development-initiated projects by leveraging system development fee (SDF) revenue to fund development-driven upgrades.
- Reorganize the department's role in the development review process. Begin holding performance bonds for water and sewer infrastructure. Update submittal checklists to match current specifications and revise/add standard details.
 - o Update specifications/details every six months if necessary.
 - o Ensure all terms of the water and sewer extension contracts are met, including switching to town-initiated construction observation (developer reimbursements).
- Initiate Lead and Copper Revised Rule (LCRR) inventory program, issue required notifications for Galvanized Requiring Replacement/Unknown water services.
- Complete water system master planning model.
 - o Establish fire flow protection requirements, incorporate these standards into hydraulic model.
- Complete Hassel and US 70 preliminary engineering and incorporate into CIP.
- Improve upon and keep up with GIS mapping.
- Expand data and information on website including mapping dashboards.
- Negotiate terms with Durham and/or OWASA to use Jordan Lake allocation.
- Marry the water and sewer capacity models into a useable dashboard – updated capacity tracking system.
- Perform the grant funded capital improvements (BRIC, STAG, SRF) with consultant grant management assistance.
- Seek and secure funding for capital improvements or other remedies to free up sewer capacity in the River Basin.
- Purchase modeling software for water and sewer systems to use the consultant models ourselves.
- Revise Chapter 14 and Chapter 15 of town code.
- Help update billing system to have proper account class and rate codes.
- Monitor and act on impacting legislation.

Water Treatment Plant

- Expand SCADA process controls, alarms, and data acquisition.
- Complete switchgear project.
- Continue to produce excellent drinking water quality every day with no violations.
- Prepare for key employee's retirement within the next 3-years.
- Assess switching from chlorine gas to another disinfection process.
- Continue developing preventative maintenance program/team.

West Fork Eno River

- Establish monitoring website page.

15%

- Continue annual inspections and mowing.
- Ensure NCDOT accepts right of way and easements.

Wastewater Treatment Plant

- Complete Permit Renewal Package due 6/30/24.
- Complete Wastewater Master Plan
 - o Complete the current study of the fate of Nitrogen in the Eno River.
 - o Develop scope of the master plan.
 - o Prepare an RFQ and post.
 - o Hire an engineer.
 - o Complete master plan and begin to implement decisions.
- Continue to produce excellent effluent water quality every day with no violations.
- Prepare for key employee's retirement within the next 3-years.

Water Distribution

- Look at better work order asset management systems than Utility Cloud. Schedule demos.
 - o Develop asset management system to prioritize pipe replacements.
- Establish distribution system water pressure monitoring points.
- Continue leak detection on water system annually, complete water audit to assess non-revenue water.
- Eliminate galvanized pipes and services.
- Test large water meters.
- Ensure auto flushers remain at proper setting and calibration.
- Assess water mixing in tanks.
- Perform valve exercising and maintenance program.
- Monitor and replace meters having backflow events with a check valve meter.
- Replace valves and hydrants per need and plan.
- Construct an updated collection & distribution facility.
- Invest in water system evaluations and rehabilitation/replacement.

Wastewater Collection

- Look at better work order asset management systems than Utility Cloud. Schedule demos.
 - o Develop asset management system to prioritize pipe replacements.
- Establish long-term sewer flow monitoring. Conduct analysis of post-rehabilitation sewer flows to evaluate effectiveness of sewer rehabilitation program.
- Perform smoke testing along King Street corridor to determine extents of roof leader connections to sewer system and other suspicious locations.
- Continue to smoke test and televise sewer basins to determine defects.
- Separate shared sewer laterals where possible and feasible.
- Rehabilitate at least 10 manholes per year.
- Identify 4- and 6-inch sewers serving multiple parcels and design replacements to current standards.
- Construct an updated collection & distribution facility.
- Invest in collection system evaluations and rehabilitation/replacement.

85%

Daily Work

- Keeping up with development inquiries and approved developments.
- Repairing water and sewer main and service breaks promptly.
- Continuing to communicate among divisions and improve staff performance, coordination, work efficiency, safety, and process optimizations.

0%

Important, No Capacity

- Much of the above items with the level of staffing and other routine workloads and emergencies we deal with daily.
- Scanning of paper plans and files into electronic format and formatting shared drives for ease of use, consistent file names, etc.



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Strategic Plan

Quarterly Update Schedule

Quarter	Date	Board Meeting
1	November 27, 2023	November Work Session
2	TBD	Budget Retreat
3	May 13, 2024	Budget Presentation
4	August 26, 2024	August Work Session (year-end reporting)



TOWN OF HILLSBOROUGH

STRATEGIC PLAN



FY2024-26

Adopted 06-26-2023



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TOWN LEADERSHIP

BOARD OF COMMISSIONERS

Jenn Weaver – Mayor
Matt Hughes – Mayor Pro Tem
Evelyn Lloyd – Commissioner
Kathleen Ferguson – Commissioner
Mark Bell – Commissioner
Robb English – Commissioner

TOWN OFFICIALS

Eric J. Peterson – Town Manager
Beth Yurchisin – IT Manager
Catherine Wright – Communications Manager
Dave McCole – Finance Director
Duane Hampton – Police Chief
Emily Bradford – Budget Director
Haley Bizzell – Human Resources Manager
Jen Della Valle – Administrative Services Director
Marie Strandwitz – Utilities Director
Matt Efirm – Assistant Town Manager/Community Services Director
Sarah Kimrey – Town Clerk
Shannan Campbell – Planning Manager
Stephanie Trueblood – Public Space & Sustainability Manager

Elements of the PLAN

Vision

A statement that describes what organizational success will look like in the future.

Mission

A statement that outlines the organization's purpose.

Values

The set of core beliefs that will determine the approach to realizing the town's vision.

Focus Areas

Main categories that the town will focus on in the 3-year strategic plan window.

Strategic Objectives

A set of desired outcomes and promises that will align the town with its vision over the long-term.

Initiatives

Identifies specific action items to implement in the next 1-3 years to move the organization towards its goals.

PURPOSE

A strategic plan is a management tool that helps an organization align its leadership, resources, and operations to advance a set of goals. It also serves to establish priorities for policy initiatives, budgeting and staffing decisions, and capital investments to create outcomes that are important to the community.

The Town of Hillsborough has limited resources yet faces endless needs, opportunities, and distractions that compete for the use of these resources. The purpose of this strategic plan is to serve as an action-oriented road map that strategically aligns available resources with priorities, which is critical to the effective and efficient delivery of government services.

This strategic plan was drafted after years of collaboration among members of the Board of Commissioners and leadership from the town's departments and divisions.

STRATEGY MAP

VISION STATEMENT

We envision Hillsborough as a prosperous town, filled with vitality, fostering a strong sense of community, celebrating its unique heritage and small-town character.

MISSION STATEMENT

We are stewards of the public trust who exist to make the Vision for Hillsborough a reality. We manage and provide the infrastructure, resources, and services that enhance the quality of life for the living beings and land within our town.

VALUES

As we strive to achieve our goals, we commit to maintaining these core values:

- Vibrancy
- Equity & Inclusion
- Forward Thinking
- Public Service

FOCUS AREAS



VALUES

VIBRANCY

A vibrant Hillsborough is one that is lively and active. We see this manifest in cultural art events, recreation, and how people know each other and are connected by physical and social networks. The community can find ways to participate and connect from both inside and outside their homes. The people, physical environment, and business community are core to this vibrant atmosphere.

EQUITY & INCLUSION

Hillsborough is a place where every resident can thrive, where everyone who lives and works here feels they belong. We will strive to support policies, plans, and actions that are administered fairly to build a Hillsborough where people of all races, ethnicities, gender identifications, sexes, sexual orientations, abilities, and incomes want to live, can afford to live, and will be treated with dignity and respect.

FORWARD THINKING

We think and make decisions that can persist over generations for a sustainable Hillsborough, acknowledging that economic, environmental and social issues are interrelated. This community has a unique sense of place encapsulated by both Hillsborough's long and treasured history and where it meets change and looks to the future. We have an obligation to be fiscally, environmentally, and culturally wise in order to plan for the long term and be resilient to climate change and unforeseen events. We strive to foster a culture of innovation and creativity in town operations.

PUBLIC SERVICE

The town of Hillsborough is here to serve. We are committed to good and ethical governance. We are responsible stewards of community tax dollars put to use for the public good. We strive to ensure each resident, visitor, business, and employee are safe as they live, work, and play in Hillsborough, and this sense of safety should extend beyond the physical environment to foster a community where the people are free from worry regarding whether who they are has bearing on how they are treated.



FOCUS AREA 1

SUSTAINABILITY





SUSTAINABILITY

Initiatives

Objective 1

Optimize the built environment in a way that aligns with smart growth principles.

- 1.1 – Overhaul the Unified Development Ordinance and Zoning Map to reflect current development trends and patterns to incorporate sustainability, environmental and climate best practices, economic resiliency measures, and equity in development and redevelopment as well as meet water and sewer system-wide needs. (FY24-FY25)
- 1.2 – Update the Future Land Use Map to simplify land use categories and express current preferred future land use and growth patterns (FY24-FY25).

Objective 2

Intensify efforts to meet 2030 and 2050 clean energy goals, reducing overall energy consumption and increasing the use of clean energy for town operations.

- 2.1 – Access renewable energy generation potential for solar photovoltaics and wind energy projects on town-owned properties and identify priority sites for planning and implementation (FY24-26).
- Initiative 2.2 – Investigate opportunities and incorporate to the greatest extent possible sustainability and climate initiatives in facility development including geothermal, solar, weatherization, and green infrastructure (FY24-26).
- 2.3 – For on-site renewable energy generation, explore the feasibility of energy storage systems (FY26).
- 2.4 – Evaluate the town’s vehicle fleet to determine right-sizing and transition to electric vehicle (EV) potential. Transition the town’s vehicle fleet to zero emission alternatives on a schedule consistent with vehicle lifecycles and market availability. Advance the schedule of this transition as feasible (FY24-FY26).
- 2.5 – Ensure electric vehicle charging infrastructure is appropriately provided to support the town’s vehicle transition (FY25).
- 2.6 – Work with regional partners to expand the number of EV charging stations in the town to support EV readiness and encourage widespread adoption, especially in key places like Gold Park and the Town Hall campus (FY25-FY26).
- 2.7 – Continue to coordinate at a regional level on the Electric Vehicle Supply Equipment Location Suitability Analysis (FY24).

Objective 3

Protect and enhance natural resources.

- 3.1 – Develop and adopt a tree inventory for town-owned and town-maintained properties (FY25).
- 3.2 – Develop and adopt a tree preservation policy for town-owned and town-maintained properties (FY25-FY26).
- 3.3 – Develop and adopt a landscape management plan for town-owned and town-maintained properties (FY24).
- 3.4 – Develop and adopt a native and adapted plant policy that improves and expands habitat for wildlife and pollinators for town-owned and town-maintained properties (FY25-FY26).
- 3.5 – Investigate options to develop incentives for developers to incorporate sustainable environmental best practices for managed natural areas and landscapes (FY25-FY26).
- 3.6 – Update and adopt a comprehensive stormwater management plan (FY25).
- 3.7 – Continue implementing watershed improvement projects under the Interim Alternative Implementation Approach for compliance with the Falls Lake Stage 1 Existing Development Rule for Stormwater (FY24-FY26).

Performance Measures

- Completion of initiatives. Other measures to be determined.



FOCUS AREA 2

CONNECTED COMMUNITY





CONNECTED COMMUNITY

Initiatives

Objective 1

Advance a multi-modal network that reduces single-occupancy vehicles and links Hillsborough residents to key places and each other.

- 1.1 – Complete Churton Street Multi-Modal Corridor Study to inform the future NC Department of Transportation-funded project (FY24).
- 1.2 – Contribute annual budget allocations to expand public art and amenities and public spaces (FY24-26).
- 1.3 – Ridgewalk feasibility study is complete. If directed by the board, design and engineering for the section from downtown to Collins Ridge will proceed (FY24-FY25).

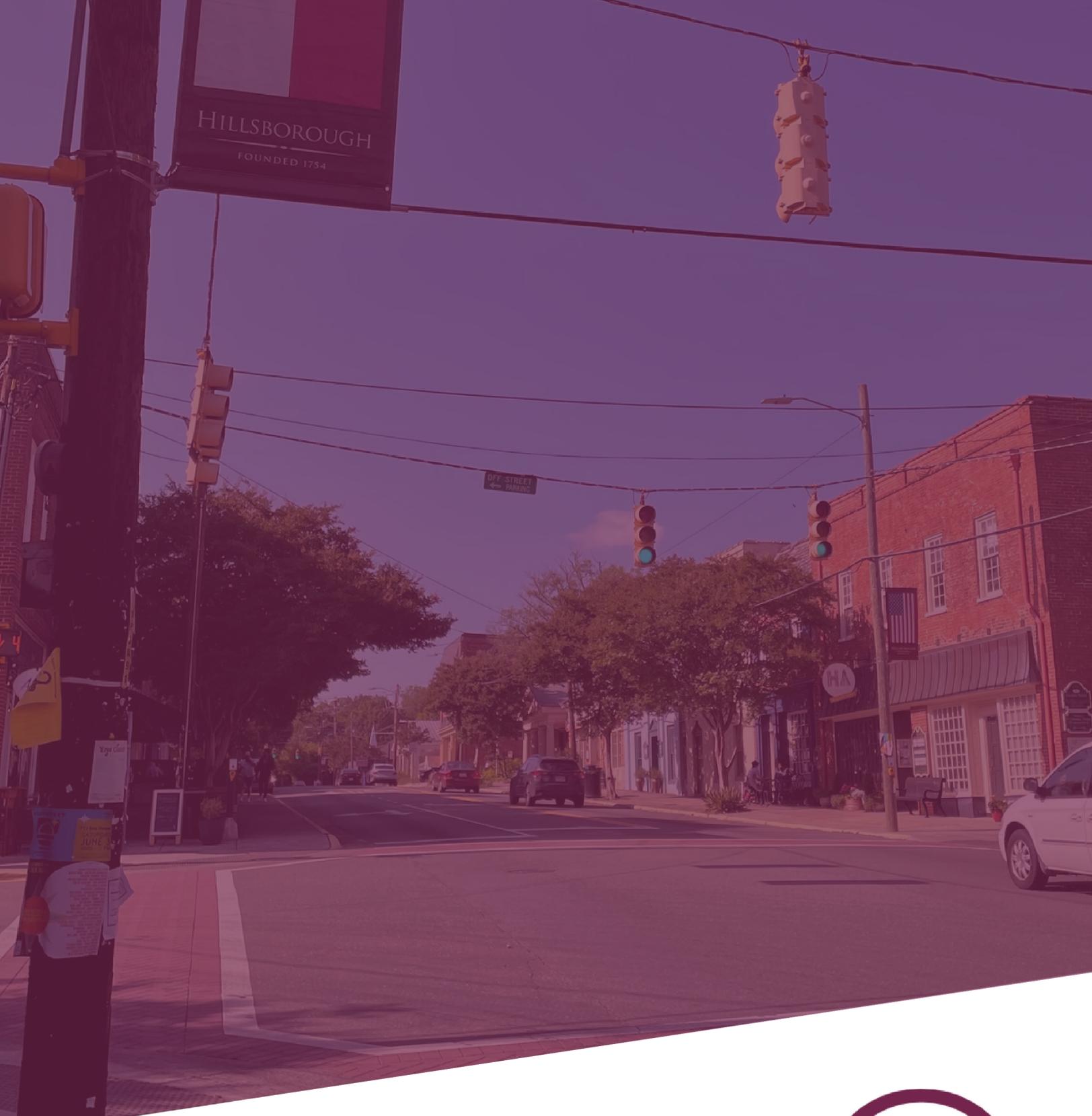
Objective 2

Foster reliable, high-speed internet services throughout the community.

- 2.1 – Explore offering wireless access points at parks and public spaces to increase internet accessibility (FY24).
- 2.2 – Review broadband speed accessibility in different areas of town using the state’s coverage map (FY24).

Performance Measures

- Completion of initiatives. Other measures to be determined.



FOCUS AREA 3

ECONOMIC VITALITY





ECONOMIC VITALITY

Initiatives

Objective 1	<p>Develop public projects, policies and marketing related to economic system goals.</p>	<ul style="list-style-type: none"> • 1.1 – Conduct a downtown parking study to develop and adopt a long-range parking plan (FY24). • 1.2 – Complete Train Station Development Master Plan (FY24-FY25). • 1.3 – Invest in wayfinding and interpretive signage programs (FY24-FY26). • 1.4 – Market and brand Hillsborough through town website and social media as a great place to live, work and do business by engaging in partnerships to highlight success stories and incentive opportunities (FY24-FY26).
Objective 2	<p>Develop partnerships and programming that provide jobs, employment education, workforce development and training.</p>	<ul style="list-style-type: none"> • 2.1 – Identify and analyze current labor market and skills gaps/needs through partnership, contract, or town-led study (FY25). • 2.2 – Engage with the local business community through periodic small business workshops hosted by town or in conjunction with economic development partners (FY24-FY26).
Objective 3	<p>Create equitable economic opportunities for all residents.</p>	<ul style="list-style-type: none"> • 3.1 – Translate business documents and forms into other relevant languages and set up a system for staff to be able to communicate in other languages with residents (FY25). • 3.2 – Work with local and regional partners to identify and promote woman and Black, Indigenous and People of Color (BIPOC) owned businesses through marketing success stories and tracking contractual partnerships with the town (FY24-FY26).
Objective 4	<p>Preservation of naturally occurring affordable housing.</p>	<ul style="list-style-type: none"> • 4.1 – Actively participate in county-wide housing plan effort to inform a local action plan (FY24). • 4.2 – Develop local action plan (FY25). • 4.3 – Financially support existing efforts to preserve affordable housing or support housing stability with locally identified funding (FY26).
Objective 5	<p>Develop policies and invest in projects that contribute to meeting identified affordable housing needs in town.</p>	<ul style="list-style-type: none"> • 5.1 – Establish an affordable housing reserve fund to support the creation of new affordable housing units (FY26). • 5.2 – Support changes to town code and state law to provide new funding sources and reduce administrative barriers for affordable housing creation (FY24-FY26). • 5.3 – Prioritize surplus of town-owned land for creation of affordable housing and strategically acquire additional land or financial participation from new development for affordable housing (FY24-FY26).

Performance Measures

- Complete downtown parking study.
- Complete Train Station Development Master Plan.
- \$ invested in wayfinding signage program.
- # of social media and/or website story highlights promoted in collaboration with Communications Division or local news media outlets.
- # of small business workshops held with workforce development partners.
- # of business documents and forms translated.



FOCUS AREA 4 COMMUNITY SAFETY





COMMUNITY SAFETY

Initiatives

Objective 1	<p>Ensure that all people are safe and feel safe throughout town.</p>	<ul style="list-style-type: none"> • 1.1 – Complete North Carolina League of Municipalities risk assessment and begin follow up on implementation of results (FY24). • 1.2 – Host a community conversation that focuses on a broader concept of safety. Pilot completed in FY23 (FY24). • 1.3 – Restart the police citizens academy program (FY25).
Objective 2	<p>Reinforce resiliency in town operations by implementing emergency preparedness strategies.</p>	<ul style="list-style-type: none"> • 2.1 – Complete refresh of the Emergency Operations Plan (FY24). • 2.2 – Establish quarterly management check-ins (FY24-FY26). • 2.3 – Conduct at least 1 tabletop exercise (FY25). • 2.4. – Establish Emergency Operations Centers (FY24). • 2.5 – Restart employee emergency preparedness training (FY24).

Performance Measures

- “How safe do you feel in Hillsborough overall?”
Community Survey question – Percentage of respondents who feel “very safe” or “safe”
- “How satisfied are you with town’s efforts to prevent crime?”
Community Survey question – Percentage of respondents who respond “very satisfied” or “satisfied”
- “How satisfied are you with visibility of police in neighborhoods?”
Community Survey question – Percentage of respondents who respond “very satisfied” or “satisfied”
- Percent of employees who have completed applicable National Incident Management System (NIMS) and Incident Command Structure (ICS) training.



FOCUS AREA 5
SERVICE EXCELLENCE





SERVICE EXCELLENCE

Initiatives

Objective 1	<p>Maintain, protect, and optimize assets and infrastructure to drive reliability, cost effectiveness, and efficiency.</p>	<ul style="list-style-type: none"> • 1.1 – Schedule and consolidate building maintenance services (FY24). • 1.2 – Develop a utilities asset management plan that helps identify risk of failure (FY25). • 1.3 – Evaluate whether vehicle replacement modeling changes are needed and update schedule for use on the FY25 budget (FY25).
Objective 2	<p>Provide quality municipal services through operational excellence and a culture of innovation.</p>	<ul style="list-style-type: none"> • 2.1 – Evaluate onboarding process and identify gaps and redesign process (FY24). • 2.2 – Explore and develop strategies to encourage the timely completion of performance evaluations (FY24).
Objective 3	<p>Promote inclusive community engagement in town services, programs, and projects.</p>	<ul style="list-style-type: none"> • 3.1 – Assess representation on appointed boards and boost recruitment efforts for underrepresented groups and areas (FY24). • 3.2 – Develop accessibility plan for town facilities and public spaces (FY25).
Objective 4	<p>Embed racial equity throughout the organization and in the services provided to the community.</p>	<ul style="list-style-type: none"> • 4.1 – Develop, adopt, and implement a racial equity plan (FY24-FY26).

Performance Measures

- “Overall quality of services provided by the town.”
Community Survey question – Percentage of respondents who respond “very good” or “good”
- Percentage of geographic areas with appointed board representation.
- Alignment of appointed board representation with community demographics.
- Percentage of employees who have completed racial equity training.
- Percentage of performance evaluations that are completed on time.
- Breaks/leaks per ___ ft of distribution or collection pipe (still working on the details of this measure).
- Percent of gravity sewer mains inspected by CCTV camera.
- Percent of gravity sewer mains cleaned by water jetting.
- Asset depreciation metric from Environmental Finance Center (EFC) dashboard.
- “The town encourages innovation” (Employee Survey).
- “The town works to attract, develop, and retain people with diverse backgrounds” (Employee Survey).



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 27, 2023
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Budget Director Emily Bradford
Administrative Services Director Jen Della Valle

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2025 Budget Retreat Discussion

Attachments:

Draft FY25 Budget Retreat Agenda

Summary:

Retreat Date

The budget team would like to go ahead and reserve a date for our FY25 budget retreat. Staff would like to hold the retreat earlier in the year to allow the board to provide early feedback on major projects and key initiatives to help with budget development.

Below is the date that staff is targeting for the retreat:

- February 17 from 9 am - 3:15 pm (backup date - February 24)

Retreat Agenda

Staff have developed a *draft* FY25 Budget Retreat Agenda, which is attached. We welcome the town board's feedback on the topics that have been identified as well as other topics of interest.

If there is additional conversation needed after the retreat on any of the topics discussed, the conversation can be picked up at a subsequent board meeting. Budget staff feels comfortable facilitating the retreat again this year, but we welcome any feedback and defer to the board's preference.

To help set the groundwork for the retreat, staff plans to use the Jan. 22 work session to provide a financial overview as well as discuss the community survey results. If the Feb. 17 date is selected for the budget retreat, the climate action plan items can be moved to the January workshop for discussion due to staff availability.

Financial impacts:

No financial impacts.

Staff recommendation and comments:

None.

Action requested:

Confirm schedule availability and reserve date. Provide feedback on draft agenda.

Draft Agenda
FY2025-27 Budget Retreat
Town Hall Annex Board Meeting Room
February 17, 2024 – 9:00 a.m. to 3:15 p.m.

1. **8:30 – Doors open** (light breakfast & beverages available)
2. **9:00 – Welcome, introductions, icebreaker/team building** (facilitator or other?)
3. **9:45 – Community Survey Follow Up & Strategic Plan: updates, adjustments, possible additions, review of “parking lot” items**
4. **10:30 – Break**
5. **10:45 – Sustainability & Climate Action Plan**
 - a. Sustainability Fund Uses (Train station, EV charging installations, connectivity, other)
 - b. Climate Action Plan – We are less than 6 years out from the 2030 pledge of 80% carbon reduction. Where are we, key & next steps, what actions would make the biggest difference, likelihood of making this goal, and how to pay for necessary actions?
6. **12:00 – Lunch**
7. **12:45 – Major Capital Projects: funding options, approaches, timeframe, alternatives**
 - a. Ridgewalk
 - b. Connectivity
 - c. Fire Station
 - d. Water & Sewer
8. **1:30 – New FY25-27 Departmental Requests (capital, personnel, and initiatives).** Q&A regarding new budget requests that fall into the higher expense category. It’s unknown at this time whether funding will be available for any of these items.
9. **1:50 – Break**
10. **2:00 – Employee Benefits Study: Update and Q&A**
11. **2:30 – Affordable Housing: next steps for increasing funding and how to pay for it?**
12. **3:00 – Review Key Directives, Debrief, and Closing Comments**
13. **3:15 – Adjourn**